



Melbourne Chinatown Association

Privacy Policy

Last updated 29 May 2022

Introduction

Melbourne Chinatown Association Inc. (**Melbourne Chinatown Association**) is committed to protecting the privacy of the personal information of its members, supporters, volunteers, donors, and other stakeholders. This Privacy Policy explains how we collect, use, disclose, and protect personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) (the Act) and the Australian Privacy Principles (APPs).

Collection of Personal Information

We may collect personal information from you when you:

- Become a member of Melbourne Chinatown Association;
- Make a donation;
- Sign up to receive newsletters or other communications from us;
- Participate in events or activities organised by us;
- Volunteer with us;
- Contact us with an enquiry or feedback; and
- The personal information we may collect from you includes, but is not limited to, your name, address, email address, phone number, date of birth, and payment details.

Use of Personal Information

We may use your personal information for the following purposes:

- To provide you with services, products, or information you have requested;
- To process your membership application, donation, or volunteer application;
- To communicate with you about our activities, events, and campaigns;
- To improve our services and tailor our communications to your needs;
- To comply with our legal obligations, such as record-keeping and reporting; and
- We will not use your personal information for any other purpose without your consent, unless permitted or required by law.

Disclosure of Personal Information

We may disclose your personal information to third parties in the following circumstances:

- To service providers who assist us in providing our services, such as email marketing platforms, payment processors, and IT support providers;
- To our partners, sponsors, or affiliates for the purposes of promoting our activities or events;
- To government or regulatory bodies as required by law; and
- We will take reasonable steps to ensure that third parties who receive your personal information are bound by obligations of confidentiality and privacy.

Storage and Security of Personal Information

We will take reasonable steps to protect your personal information from unauthorized access, use, modification, or disclosure. We will store your personal information in a secure manner and ensure that it is not retained for longer than necessary.



Access and Correction of Personal Information

You have the right to request access to the personal information we hold about you and to request that we correct any inaccuracies. If you wish to access or correct your personal information, please contact us using the details provided below.

Complaints and Concerns

If you have any concerns about how we have handled your personal information, please contact us using the details provided below. We will investigate your complaint and respond to you in a timely manner.

Contact Us

If you have any questions or concerns about our Privacy Policy or our handling of your personal information, please contact us:

Melbourne Chinatown Association Inc.

PO Box 24022 Melbourne VIC 3001

melbournechinatown@gmail.com

We hope that this Privacy Policy provides you with a clear understanding of how we collect, use, disclose, and protect your personal information. We may update this Privacy Policy from time to time, so please check our website regularly for updates.

