



## Privacy Policy

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National Railway Museum

Prepared by:

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Date: 8.10.2015

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Approved by and effective on date of signature:

Print Name: Bob Sampson

Date: 8.10.2015

Executive Officer

Signature: .....

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## Privacy Policy

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Respectful treatment of members, volunteers, donors and other stakeholders extends to their privacy.

This policy is to provide guidelines for officers of the National Railway Museum (hereafter referred to as 'NRM') and reassurance for its stakeholders that personal information collected or held in the normal course of the Museum's operations will be respected.

### Scope

'Personal Information' means information that can be used to identify an individual, or from which a person's identity can reasonably be ascertained. Home addresses, residential phone numbers and email addresses are all examples of personal information.

### Collection of Personal Information

The NRM will not collect any personal information unless it is for one or more of its functions or activities.

The Museum's principle method of collecting personal information is directly from its stakeholders.

Sometimes the Museum may collect personal information from a third party if that party has consented, or if our stakeholders would reasonably expect us to collect the information in this way. Examples of this are publicly available sources such as websites, telephone directories or kindred organisations.

Any information that the Museum seeks to collect will only be done by lawful and fair means and not in any intrusive way.

### Use of Personal Information

The NRM will only use personal information for the purposes for which it is collected or provided, and for relevant, internal management purposes.

The Museum will not give personal information to other organisations or individuals unless one of the following applies:

- you have consented for the information to be provided
- you would expect us to pass on the information (e.g. mailing lists to third party organisations of a kindred nature), or we have told you that we will pass it on
- such third party organisations have a similar privacy policy

### Openness and Accuracy

You may access personal information that the NRM holds about you, or you can ask us to correct personal information we hold about you.

The Museum will take reasonable steps to ensure that personal information we collect, use, or disclose is accurate and secure from unauthorised use. This Privacy Policy is accessible via our website.

If you are on any electronic or printed newsletter listings you may opt out of further contact from the Museum by unsubscribing.

**Privacy and the NRM Website**

The Museum does not collect personal information about visitors if they browse the website. We do analyse website traffic data to improve our understanding of how persons interact with the Museum.

**Protection of Personal Information**

The Museum will take all reasonable and practicable steps to ensure that your personal information is properly protected from misuse or loss, and unauthorised access, modification or disclosure.

We encourage you to be vigilant about the protection of your own personal information when using third party digital services (such as social media platforms and online purchasing sites). As far as reasonably practicable, we will make sure that our relationships with those third parties include appropriate protection of your privacy.

**Contact Person**

The officer responsible for carriage of this policy is the Executive Officer of the NRM who is contactable via email at [exec@nrm.org.au](mailto:exec@nrm.org.au) or phone 08 8341 1690.

**Responsibility:**

Staff Member - Executive Officer

Name: John Kalaitzis

Position: Chairman

Signed .....  .....

Date 25 / 6 / 16 .....