# Privacy Policy

**Silver K Gallery** is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at https://www.oaic.gov.au/.

## What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. The only form of Personal Information we collect are email addresses.

This Personal Information is obtained in many ways including **when you submit a query through our website or when you signup to Silver K’s weekly newsletter.**

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

## Disclosure

We do not sell, share, or rent your email address to any third parties.

## Cookies

Our website does not use cookies.

## Sensitive Information

No sensitive information is collected.

## Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. No information will be accessed from third parties.

## Disclosure of Personal Information

Your Personal Information may be disclosed in only one circumstance, which is the following:

• Where required or authorised by law.

## Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 5 years.

## Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

**Silver K Gallery** will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information, we may require identification from you before releasing the requested information.

## Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

## Policy Updates

This Policy may change from time to time and is available on our website.

## Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

[**1092 High St, Armadale**](http://localhost:3000/)

[**colin@silverkgallery.com.au**](mailto:colin@silverkgallery.com.au)

[**(03) 9509-5577**](tel:(03)95095577)