KASTELLORIZIAN
Association of Victoria Inc.

PRIVACY POLICY

Effective Date: October 2026

1. PURPOSE OF THIS POLICY

The Kastellorizian Association of Victoria Inc. ("the Association", "we", "us", or "our") is committed to protecting the privacy of our members, supporters, committee members, and visitors. This Privacy Policy sets out how we collect, use, store, disclose, and protect your personal information in accordance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs).

2. INFORMATION WE COLLECT

We collect personal information necessary to manage memberships, communicate with our community, organise events, and operate the Association effectively. The types of information we collect include:

- **Contact Details:** Full name, physical residential address, email address, and telephone numbers.
- **Membership Records:** Membership tier, status, payment history, family connections, and committee involvement.
- **Financial Details:** Payment transaction records relating to annual membership fees, donations, or event ticketing.
- **Correspondence:** Inquiries, feedback, or general communications sent directly to the Association.

3. THIRD-PARTY DATA MANAGEMENT (LEADGRIFFIN)

> **Contact & Membership Platform Notice:** To maintain accurate records and ensure efficient communication with our members, the Association manages contact records using **LeadGriffin**, a third-party customer relationship management platform.

- Your personal information is securely stored within our LeadGriffin platform account environment.
- LeadGriffin processes data strictly on our behalf to manage member lists, deliver Association correspondence, update profiles, and coordinate event registrations.
- LeadGriffin is contractually bound by strict privacy and security obligations. They are prohibited from selling, renting, sharing, or utilizing your personal data for their independent purposes.

4. HOW WE USE YOUR INFORMATION

We collect and use your personal information solely for purposes directly connected to the operation of the Association, including:

- Managing membership subscriptions, updates, and governance records.
- Sending announcements, cultural news, event invitations, and official updates.
- Processing membership fees, donations, and event tickets.
- Responding to member inquiries, cultural initiatives, or administrative feedback.
- Meeting legal and compliance obligations under Victorian and Commonwealth law.

We will **never** sell, rent, or trade your personal information to third parties.

5. DISCLOSURE OF PERSONAL INFORMATION

We only disclose your personal information under the following limited circumstances:

- **Service Providers:** To trusted third-party service providers (such as LeadGriffin for CRM management or financial gateway processors) who perform functions strictly on our behalf.
- **Legal Obligations:** If required or authorised by law, subpoena, court order, or regulatory authority.
- **Explicit Consent:** With your direct prior written permission.

6. DATA SECURITY AND STORAGE

We take all reasonable steps to protect your personal information from misuse, loss, interference, unauthorised access, modification, or disclosure.

- **Digital Security:** Data hosted within LeadGriffin and associated IT platforms is protected via encrypted channels, multi-factor authentication, and restricted role-based access controls for authorised committee members.
- **Physical Security:** Any physical records are secured at official Association premises or restricted archive facilities.

7. ACCESSING AND CORRECTING YOUR INFORMATION

You have the right to request access to the personal information we hold about you and to ask for corrections if details are inaccurate or out of date. To request access, please email our Secretary at **info@kazzieclub.com**. We will respond to your request within a reasonable timeframe.

8. DIRECT COMMUNICATIONS AND OPTING OUT

We periodically send updates regarding cultural events, community news, and announcements.

- You may opt out of non-essential electronic communications at any time by clicking the **"Unsubscribe"** link contained in emails sent via LeadGriffin.
- *Note:* Essential governance notices (such as AGM notifications or official membership renewal reminders) will still be sent as required by our Constitution and law.

9. PRIVACY COMPLAINTS & CONTACT INFORMATION

If you have any questions, concerns, or complaints regarding how your personal information is handled, please contact the Association. If you are unsatisfied with our response, you may refer your complaint to the **Office of the Australian Information Commissioner (OAIC)** at *www.oaic.gov.au*.

The Secretary
Kastellorizian Association of Victoria Inc.
PO Box 112, South Melbourne, VIC 3205

Contact Email: info@kazzieclub.com
Website: www.kazzieclub.com