



The Billich Gallery maintains this Website as a service to its subscribers, members and clients.

By using our site, you are agreeing to comply with and be bound by the terms of and conditions and consenting to the practices described in this Privacy Statement. This Privacy Statement may be updated at any time as the content of the Website develops and matures.

The Billich Gallery respects the privacy of individuals who wish to use our site and complies with privacy legislation. Protecting your personal information is important to us. We gather certain types of information about the users of Site URL that is reasonably necessary for the proper performance of our activities and functions, and as such we wish you to fully understand our Privacy Statement and the terms and conditions surrounding the capture and use of this information. We do not actively gather personal information just because we think it could be useful at some future stage if we have no present need for it. This Privacy Statement discloses what information we gather, how we use and store it, and how to correct or change it.

Personal Information that could identify you

During the provision of the Billich Gallery service, The Billich Gallery may collect your personal information. The Billich Gallery will not collect any personally identifiable information about you unless you provide it to us voluntarily. Typically, the kinds of personal information The Billich Gallery collects might include:

- general identification and contact details (that is, your name, address, telephone number, and email address);
- other information which may be relevant in certain circumstances

If you do not want your personally-identifiable information collected, please do not submit it to us. If you have already submitted this information and would like us to remove it from our records, please contact us via our Website using the details listed at the end of this Statement.

How we use your personal information

When you do provide us with personally-identifiable information, we may use that information in the following ways, unless stated otherwise:

- we may store and process that information to better understand your needs and how we can improve our service to you
- we may use that information to contact you; to notify you about changes to our Website and to inform you of services, opportunities and special events that The Billich Gallery believes may be of value to you
- to send you information about us, our related companies and possibly about third parties. We will send such information directly to you. Your information will not be provided to third parties without your consent.

Third Parties

From time to time, The Billich Gallery may engage or employ other companies and individuals to perform functions on our behalf. We may exchange your information with these third parties where this is permitted by law or for any administrative functions associated with our business activities. Such third parties may include service providers, including those to whom we outsource certain functions such as bulk recruitment activities, direct marketing, document production, debt recovery and information technology support.

Additionally, should we intend to merge with, or sell any of our assets or equity to a third party, personal information may be disclosed to the said third party.

Sharing Information

We do not share information about individual users with any third party, unless otherwise necessary for a third party to fulfil your request. The Billich Gallery does not share mailing lists containing users, site supplier's or subscriber's details with any third party.

Where lawfully required

In some instances, we may be required by law to disclose your personal information. For example, where ordered by a Court to disclose the information, or where subpoenaed about a third party litigation. Additionally, we reserve the right to choose to disclose your personal information to law enforcement agencies in circumstances as described in the Australian Privacy Principles (APPs) and other applicable regulations and laws, including for investigating alleged breaches of the law.

Overseas Disclosures

The Billich Gallery operates its business and uses systems within Australia, however, we may occasionally send your information overseas to service providers or other third parties who operate or hold data outside Australia.

Where Australian laws or regulations require or where the laws and regulations of another country require, we may also send information overseas.

Direct marketing

Periodically, The Billich Gallery may contact you concerning new products and services and undertake direct marketing activities. If you do not wish to receive direct marketing from us or to participate in any of these activities, you can tell us that you want to opt out of our direct marketing activities by contacting us at privacy@billich.com.au or by following the 'opt-out' instructions when we contact you in relation to any new products or services.

IP address

The Billich Gallery web servers collect your IP address to help diagnose any problems with our service, to administer our site, and to gather broad demographic information.

Demographic information

The Billich Gallery creates aggregate reports on user demographics and traffic patterns and may provide reports and data insights for advertisers and partners. This information allows our advertisers and partners to advertise more effectively and allows our users to receive advertisements that are pertinent to their needs. Any aggregated information we provide cannot be traced to an individual user, and an advertiser will not know that a particular user has clicked their ad.

Surveys

Occasionally The Billich Gallery conducts user surveys to target our content to our audience better. We sometimes share the aggregated demographic information in these surveys with our advertisers and partners.

Newsletters

The Billich Gallery sends out newsletters to subscribers regularly, and occasionally sends out special editions when we think subscribers might be particularly interested in something we are doing. The Billich Gallery does not share its newsletter mailing lists with any third parties, including advertisers or partners. Should you wish to receive newsletters no longer, you may remove your email address from our distribution list.

Subscriber Registration

Our subscriber registration forms require a subscriber to give us contact information including name, address and email address.

Occasionally, to facilitate a transaction or delivery, we may use the subscriber registration details to send suppliers requests and to provide a purchaser with supplier contact information. Additionally, The Billich Gallery may use the subscriber registration details to contact the subscriber when necessary.

Some of the site's suppliers may have additional terms of use or different privacy policies. You should read all our site's supplier terms of use and privacy policies to understand all your options regarding your personal information better.

How we keep your information secure

The Billich Gallery site has security measures in place to protect the loss, misuse and alteration of the information under The Billich Gallery's control. We generally keep records which contain your personal information on our premises in hard copy, and electronic forms in secure databases on secure premises, accessible by authorised staff only. The Billich Gallery utilises the industry standard Secure Sockets Layer (SSL) protocol to pass secure information between our users and The Billich Gallery. Secure Sockets Layer (SSL) is a protocol designed to provide privacy between a web client and a web server.

We generally only keep information for as long as required and will destroy or de-identify personal information in circumstances where it is no longer required unless The Billich Gallery is otherwise required to provide ongoing services and opportunities, and where authorised by law to retain the information.

Cookies

The Billich Gallery uses "cookies" to enable its website to operate on your browser and provide you with a more tailored experience and a more effective website. A "Cookie" is a small text file that is stored by your browser and written to your hard drive when you visit a website. A cookie file may contain information, such as a user ID, which is used to keep track of pages you've visited and enable the site to learn your preferences and behaviour by sending the information collected back to the originating website. The Billich Gallery web server can later retrieve these cookies when you next visit the site.

The Billich Gallery allocates a cookie to each Internet browser that visits its website. The only personal information a cookie can contain is information you supply yourself, and we do not allow the capture or transmission of any

site usage information that can personally identify you. A cookie does not read data off your hard drive or read cookie files created by other sites.

By configuring your browser to accept cookies, you will be able to make full use of the Billich Gallery website. If you do not wish to receive cookies, you can set your browser to refuse them. However, if you do not accept the cookie from The Billich Gallery site, you may not be able to access certain areas, and this may limit your use of the Billich Gallery site and some of our services.

The Billich Gallery uses cookies to:

- Track user site navigation patterns
- Deliver content specific to your interests
- Track search terms entered when searching for a particular production

Periodically, we may use an outside ad company to display ads on our site. These ads may contain cookies. While we use cookies in other parts of our Web site, cookies received with banner ads are collected by our ad company, and we do not have access to this information. The Billich Gallery does not control the practices of our advertisers. If you have questions about how one of our advertisers uses information about you when you click their ad and visit their website, please contact them directly.

Correct / Update / Delete

If you believe that any personal information that we hold about you is inaccurate, out of date, irrelevant, incomplete or misleading, you can ask us to correct it by contacting us. We may charge you a reasonable administration fee, which is reflective of the cost to The Billich Gallery for providing access in accordance with your request. Where we hold information that you are entitled to access, we will try to provide you with a suitable means of accessing it (by emailing or mailing it to you).

In some circumstances, we may not be able to grant you access to your information, or we may limit the access we provide. For instance, if access would interfere with the privacy of others or if it would result in a breach of confidentiality or law, we will not be required to grant you access. In such case, we will explain our decision to you.

If you are experiencing problems or have any questions about our service, please contact us on contactus@billich.com

Contacting the Web Site

You have a right to make a complaint if you have a concern about your privacy. The Billich Gallery will do everything possible to put the matter right for you. We take complaints about privacy very seriously and once notified,

we will work to resolve the issue as soon as practically possible. We will keep you informed of our progress in fixing the problem.

If you wish to make a complaint or if you have any further questions about this Privacy Statement, the practices of this site, or your dealings with The Billich Gallery, please do not hesitate to contact us at privacy@billich.com or the address below.

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