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Privacy statement

We value your privacy

Music For Everyone Inc (MFE) considers the guarding of your privacy as of the utmost importance. This **MFE Inc Privacy Statement** states our commitment to maintaining your privacy.

Reasons for collecting information

MFE will only use personal or business information you have supplied in order to:

- identify you as a member or potential member and to provide better customer service to you;
- perform authorised financial transactions with you and or your family members.
- operate our organisation as it pertains to you;
- keep you informed about MFE activities and services;
- fulfill legal, funding and regulatory obligations

Data that contains no information specific to a particular person or member may be shared with our funding agencies and partners, for example, audience participation statistics.

How we use your information

MFE uses the information you supply in many ways necessary for us to do business together: promotion, enrolment fulfilment, provide transactional services and customer support.

MFE needs to be able to contact you about your membership and enrolment information. MFE may also inform you of new activity relevant to your membership, including special offers and events. You may notify us at any time if you do not want to receive any marketing communications from MFE. MFE members will receive enrolment information until their membership is cancelled or lapses.

Enrolment

When enrolling you must provide contact information (such as name and address) and financial information (such as credit-card number and expiration date if you are using this payment method). MFE uses this information to fulfil your order and charge you. If we have trouble processing an order, this information is also used to contact you to resolve the problem.

Recording, Photography and Video

MFE classes, workshops, events and activities are regularly recorded for archival documentation, and for publicity and promotion purposes related to MFE activity. Members of MFE may choose to limit agreement to be included in this documentation through the membership process. Recording, photography and video materials collected by MFE are not used for any other purpose, except archival documentation and for publicity and promotion purposes, but as such, images may be placed and published on a variety of media outlets. MFE only authorises such outlets to use the information for publicity reporting and promotion directly related to the activity for which the promotional information has been provided and not for any other commercial or non-commercial purposes.



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MFE website access

MFE website is designed to provide information about MFE activity only. Web statistics collected by our web server on our behalf will be used for general information only. Our website may from time to time contain links to other sites belonging to other parties and which are beyond the control of MFE. Please note that we cannot vouch or be responsible for the privacy practices of non-MFE sites.

Securing electronic communication

Personal information that is submitted to MFE websites is protected both on and offline. MFE is also committed to protecting your information offline. All of your personal and business information, not just sensitive information, is restricted to only those employees who need it to perform a specific task. For example, a staff member may need access to your bank details to remit a credit-card overpayment or process your enrolment.

Corrections

In the event that you need to update or correct your personal or business information, you can call, fax or mail your changes to our office.

If you have any questions or you believe that MFE has not adhered to this Privacy Statement, please contact the Manager at the MFE office. All reasonable efforts will be made to determine if there is a problem and to take the necessary corrective action. If there is a dispute, it will be resolved according to the MFE dispute resolution policy.

Changes to this Privacy Statement

Any changes to this Privacy Statement that may be made from time to time will be available on the MFE website. You can also obtain a copy of the current Privacy Statement by either emailing or writing to the MFE office.

Contacting MFE

Music For Everyone PO Box 950 Civic Square ACT 2608.

Phone: 02 6230 7190 Fax: 02 6257 8088 Email: info@mfe.org.au

Approved by MFE Council: 17 December 2008