



South Eastern Contemporary Art Network Inc.

Gate 6, Akoonah Park  
6 Cardinia St, Berwick 3806

## SECAN Shop Agreement

I acknowledge that I, ..... [name],  
have read and understood both the Terms and Conditions of the  
SECAN shop and the SECAN Privacy Collection Notice. I agree that my  
name and images can be used to promote the SECAN Shop.

Print name:

.....

Signature:

Date:

.....



### Artist contact details:

Artist Code:

Name:

Email:

Address:

Phone:

### Artist Bank details:

Account name:

BSB:

Account no:



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## **Terms and Conditions**

### **SECAN Shop**

#### **Membership Requirements**

1. All participants in the SECAN Shop must be financial members of SECAN.
2. Artist codes will be issued by the Shop Committee and listed in the front of the Artist Inventory folder.
3. The SECAN Shop Agreement must be completed and signed by the Artist and posted through the slot in the locked drawer of the SECAN shop desk.

#### **Artwork Specifications**

4. All artworks must be priced \$100 or less.
5. Artworks must be no larger than 30cm x 30cm x 30cm (or at the discretion of the Shop Committee).
6. All artworks must have appropriate fixings for hanging/display.
7. All artworks must be for sale and able to be taken at point of sale.
8. Quantity of works per artist is at the discretion of the Shop Committee.
9. Cards and prints must be in protective cellophane.

#### **Curation**

10. Artists can display their own work, however other artists' work are to be considered when choosing location.
11. The Shop Committee reserves the right to curate display as deemed appropriate.

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### Labelling and Inventory

12. All items for sale must be individually labelled with Artist code, item number (consecutively e.g. JS-1, JS-2), and price.
13. The Artist must complete the Artist Inventory Sheet for each item for sale.
14. Any extra information can be left with the Artist Inventory Sheet in the plastic sleeve.

### Liability/Indemnity

15. All works are left at the artist's own risk.
16. All care will be taken, but the Shop Committee will take no responsibility for any damage.
17. It is the artist's responsibility to maintain accurate records of their inventory when adding/taking back artworks on the inventory sheet.
18. It is the artist's understanding that when providing their personal information to SECAN, SECAN will abide by the organisation's Privacy Collection Notice.

### Payment for Sales

19. Upon the sale of an artwork, payment will be transferred to the Artist via electronic transfer.
20. It is the artist's responsibility to ensure their bank details and contact details are up to date.
21. No commission is taken from SECAN for Shop sales.
22. Receipts can be made available upon request.

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## Privacy Collection Notice

SECAN Inc. is committed to protecting your privacy. This notice explains how we handle your personal information.

### 1. What information do we collect?

We generally collect your name, contact details (email, address, phone), and bank account details, which are kept securely.

### 2. Why are we collecting this information?

We collect this information primarily to:

- Process your membership and payment for artworks sold.
- Communicate with you about our activities, events, and news.
- Comply with our legal and reporting obligations as a registered non-profit in Victoria.

### 3. Who do we share it with?

We do not sell or rent your personal data. We may share your information with:

- Third-party service providers who assist us (e.g. email platforms like Mailchimp or payment processors).
- Government bodies, only where required by law.



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#### 4. **What happens if you don't provide it?**

If you choose not to provide the requested information, we may be unable to process your membership or pay you when your artworks are sold.

#### 5. **Access and Correction**

You have the right to access the personal information we hold about you and to request that it be corrected if it is inaccurate. To make a request, or if you have a question about our privacy practices, please contact SECAN at: **info.secan@gmail.com** or via the contact form at **www.secan.com.au**

#### 6. **Disposal of Personal Information**

At such a time as you are no longer an active member of SECAN (you are not a paid member of SECAN, and/or have expressed that you no longer wish to be a member), your personal information will be disposed of securely.