



**SOUTHERN DISTRICTS
DRESSAGE CLUB INC**



Privacy Policy

Committee Decision:

Version: 1

Effective Date: 25 June 2015

Record of Amendments

Version	Date	Details of Changes	Comments
1	25/06/15		Policy Adopted by Committee

Purpose

A Privacy Policy is required by law where personal data are collected.

Personal data are any kind of data or information that can be considered identifies an individual, such as:

- Email address;
- First and last name;
- Address, etc

The Southern Districts Dressage Club is committed to providing the highest level of service for its members. This includes protecting their privacy. The Southern Districts Dressage Club respects the rights of its members to know who has information about them, what they are doing with it, and why, and with whom they may be sharing it.

Collection

Personal information collected by the Southern Districts Dressage Club is for the primary purpose of membership requirements. The Southern Districts Dressage Club collects details such as members' names and addresses, type of membership, phone numbers, and email addresses.

These details are required for the compilation of its Register of Members, which is a requirement under the Southern Districts Dressage Club constitution, and for inclusion in the Albany Equestrian Centre Register of Members, to which all Club members automatically belong .

Generally, the Southern Districts Dressage Club collects this information directly from the member.

Use & Disclosure

A member's personal information will only be used or disclosed by the Southern Districts Dressage Club as provided under the Privacy Act 1988.

The Southern Districts Dressage Club will not use or disclose this information for a purpose unrelated to your membership of the Southern Districts Dressage Club or outside your reasonable expectations unless your agreement has been obtained or the Southern Districts Dressage Club needs to meet a legal obligation or authority.

A member's personal details will be used primarily for the purpose of the compilation of the Register of Members of both the Southern Districts Dressage Club and the Albany Equestrian Centre, and for the email of equestrian information, Southern Districts Dressage Club information distribution, and Southern Districts Dressage Club newsletters.

Please note that the publication of results and performances at equestrian events and of statistics relating to these is normal practice in all sports.

Access to Your Personal Information

Members may, on written request, access their personal information held by the Southern Districts Dressage Club.

Security

The Southern Districts Dressage Club will safeguard all personal information it holds. This includes preventing its misuse or loss both internally and externally.

Contact Us

Should a member require more detailed information on the way in which the Southern Districts Dressage Club handles information about him or her, or should he or she be concerned about the treatment of this information, please contact the Southern Districts Dressage Club at:

southerndistrictsdressageclub@yahoo.com.au