

Archery Society of WA

PRIVACY POLICY STATEMENT

1. Who is The Archery Society of WA?

- a. Archery Society of WA is a non-profit sporting association appointed as the governing body and promoter of Archery in Western Australia.

Archery Society of WA is a democratically formed body made up of a Executive Council. (President , Vice President, General & Minute Secretary, Treasurer (General Finances) Asst Treasurer (Affiliations and Business Enterprises) Recorder , Judges Administrator, Tournament Director, Junior Coordinator, State Coach & Coaching Administrator ,Equipment Officer Selection & Awards Chairperson, Medals Coordinator , Public Relations officer, Fund Raising Chairperson, WA Sports Federation Rep ,WA Shooting Assoc Reps, WA Olympic Committee Reps, WA Archer Editor) plus 1 delegate from each Affiliated Clubs.

2. What Business Are We In?

- a. The Archery Society of WA is the governing body for Archery in Western Australia, affiliated to the national body, Archery Australia.
- b. The Archery Society of WA runs a public participation archery park for the public to come and try. It is also developing procedures to go to different venues to teach Archery.
- c. The Society is responsible for governing archery in WA, Communicating information via news letters and web site to members,. Organising State and national events that are run in WA.

3. *Collecting Your Personal Information*

The Archery Society of WA understands that members may have concerns about their privacy and the confidentiality and security of information that The Archery Society of WA may obtain about them.

The Archery Society of WA policy is to protect members' privacy and personal information that it may collect from time to time.

The Archery Society of WA has undertaken to comply with the requirements of the Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000.

The Archery Society of WA collects personal information for the primary purpose of membership requirements and/or competition purposes. The Archery Society of WA collects details such as your name, address, telephone and facsimile numbers, email addresses, gender, age, marital status, occupation etc

A hard copy file containing the member's application and entry details are retained in a secure location in accordance with the act and for a further seven years in accordance with current Federal and State legislation governing document retention, before being destroyed.

4. What If You Do Not Provide The Personal Information We Require?

Failure to provide the information sought by The Archery Society of WA for the purposes detailed may not enable the organisation to complete the membership process or any specific service requested. I.e. The Archery Society of WA may not be able to include you in an event you may have entered or assign benefits to you as a member.

5. How Does The Archery Society of WA Secure Your Personal Information?

To prevent any unauthorised access to your information The Archery Society of WA has installed computer and network security, including encryption and password protection processes. Only staff authorised by the Chief Executive Officer [and/or other appropriate Senior Management person] have access to the data file information.

Hard copies of any information are stored in locked offices and equivalent off site secured storage areas.

6. To Whom Do We Disclose Your Personal Information?

A member's personal information will only be used or disclosed by The Archery Society of WA as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate The Archery Society of WA delivering better services and benefits to its members, personal information collected may be shared with other organizations and including Archery Australia

Further, to conduct The Archery Society of WA operations, The Archery Society of WA occasionally engages independent operators and parties. Accordingly, some this information may be used or disclosed in part by The Archery Society of WA to:

- enable mail contractors to deliver documents and communications to members;
- officers of a government law enforcement agency in connection with the lawful performance of their duty;
- a debt collection agency for financial default purposes;
- send direct mail to members with news of special offers or the availability of new products or services;
- external advisors, including the associations representative body for the purposes of outsourcing the processing and servicing of member cheques and the processing of member credit card payments; and

7. Withdrawing Your Consent

If you do not consent to any of the disclosures above, then you can write and advise The Archery Society of WA at its office address or contact The Archery Society of WA by telephone on 92472987 (President)

The Archery Society of WA will then ensure that your personal information is not used for this purpose. This exemption cannot apply where The Archery Society of WA is required by law to provide such disclosure.

If you do not object to the uses or disclosures as stated above, The Archery Society of WA will accept this as having received your express consent.

8. What If You Wish To Access Your Personal Information

Members may, upon written request, access the personal information The Archery Society of WA has obtained from membership application forms and the related product or service forms that it currently holds. To the extent possible, The Archery Society of WA will let you access your personal information. However, there are times where the organisation is not in position to do so (e.g. where it would be unlawful to do so). If The Archery Society of WA denies you access to this information, The Archery Society of WA will notify you of this refusal and the basis for it.

To cover administration costs of providing access to your personal information a charge may be applied.

If so it is (POA).

To arrange access, please ask for details at the Archery Society of WA head office on 9248 8585

9. What if you wish to change some of the personal information held?

The Archery Society of WA endeavours to ensure that personal information held is accurate, complete and up-to-date.

Where you believe that personal information held by The Archery Society of WA is not accurate, complete or up-to-date, then advise The Archery Society of WA and every effort will be made to correct the information.

What if you wish to lodge a complaint

For any purpose associated with privacy matters including the lodgment of a complaint, The Archery Society of WA can be contacted at its office on 92488585 your call will be directed to the officer appointed by us to deal with your enquiry or complaint.

Copies of this privacy policy are available from our office or can be mailed by phoning the President on 92472987 This policy is also available on our website www.archerywa.com.au

This Privacy Statement was last amended on 29th May 2004

Consent

I provide my consent for The Archery Society of WA to collect, use and disclose my personal information as outlined above.

I understand that I am entitled to access my own records except where access would be denied as outlined above.

I understand that I may withdraw my consent to use as to and disclosure of my personal information (except where legal obligations must be met).

I give my consent for my photo to be published in club, state or national news letters.

YES NO.....

Member Name:

Signature: _____

If under 18 years:

Parent or Guardians Name: _____

Signature: _____

Date: _____

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“Personal information collected by Archery Society of Western Australia is for the primary purpose of membership requirements and/or competition purposes. It will not be released for any form of commercial gain and will be maintained in a secure location as per the requirements of the Privacy Act.”