



### DATABASE POLICY

#### 1.0 PURPOSE

The Horse Riding Clubs Association of Victoria Inc. (**HRCAV**) developed a database (**Database**) of affiliated horse riding clubs and members for use by HRCAV, HRCAV Level Assessors, members and HRCAV clubs for a range of agreed purposes.

HRCAV's Database complies with the HRCAV Privacy Policy and legislative requirements governing the collection, storage, use and disclosure of personal information in the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth). The HRCAV has endeavoured to ensure the development and management of the Database reflects the interests and requirements of HRCAV Clubs and members. To view HRCAV's Privacy Policy, [please click here](#)

#### Definition of Database

The HRCAV Database is a password-protected platform acting as a central record of Association information. This information includes member contact details, Club details, Level Assessment records, individual competition results and records of points accrued. The Database content is maintained and updated by the HRCAV Employees and the Third Party Contractor.

#### 2.0 INTENT OF POLICY

This Policy outlines the rights and obligations of all HRCAV affiliated Clubs, members and employees of those Clubs and bodies, participants, parents/guardians of Junior Members, contractors, officials, coaches, judges, and volunteers throughout all HRCAV events and activities.

#### 3.0 INTELLECTUAL PROPERTY

3.1 Subject to the specific agreement in place between HRCAV and the third party contracted by HRCAV to develop the Database (**Third Party Contractor**), the Intellectual Property Rights in the computer software used to operate the Database is owned by the Third Party Contractor.

3.2 It is acknowledged and agreed that HRCAV retains ownership of Intellectual Property Rights in relation to the Database, all data contained within the Database and any associated information which HRCAV or the Third Party Contractor may obtain from HRCAV's use of the Database, including but not limited to member information.

Accordingly, it is acknowledged and agreed by all parties that HRCAV in its sole discretion retains the right to:



3.2.1 Use the Database in accordance with the objects of HRCav and this Policy;

3.2.2 Sub-licence the use of, and access to, the Database to HRCav Clubs and other affiliated bodies in accordance with this Policy;

3.2.3 Take all necessary steps to protect the rights and value in the Database from infringement by unauthorised persons or organisations; and

3.2.4 Make such upgrades and amendments to the Database as may be required from time to time to maintain the functionality and value of the Database.

3.3 For the purpose of this Policy, "Intellectual Property Rights" mean statutory and other proprietary rights in respect of trade marks, patents, copyrights, designs, confidential information, know-how and all other rights with respect to intellectual property.

#### **4.0 PRIVACY**

4.1 Information contained in the Database will be collected, used and disclosed in accordance with the HRCav Privacy Policy available at [www.hrcav.com.au](http://www.hrcav.com.au) and the *Privacy Act 1988* (Cth).

4.2 It is recognised that the compilation of the Database is both reasonable and necessary for, amongst other things, the effective administration of the Association and the promotion of equestrian sports.

#### **5.0 ACCESS TO DATABASE**

5.1 Access to the Database is limited such that:

5.1.1 Affiliated Clubs only have access to, and the right to use, information collected by that Club in respect of persons who are members of that club; Event Organising Committees have access to entrants' records for validation of financial status and Level Assessment.

5.1.2 Level Assessors only have access to, and the right to use information specifically related to the performance of their duties;

5.1.3 Members of Clubs only have access to their personal information;

5.1.4 HRCav Employees have access to, and the right to use, all information contained in the Database however it is collected, including the right to access and use information collected by affiliated Clubs

5.5 It is acknowledged and agreed in relation to the Database that:



5.5.1 Affiliated Clubs are entitled to access the Database must nominate a Club member, who will be provided access on behalf of that Club and who must agree to terms and conditions relating to such access;

5.5.1.1 The Club is authorised to enter information in the Database relevant to that Club and to amend or delete that information entered by the Club;

5.5.1.2 Clubs are responsible for entering the relevant Club information and relevant information of each Club's registered members into the Database,

5.5.1.3 The Level Assessors are granted access to the database and must agree to the terms and conditions relating to such access and is authorised to enter details of assessments performed;

5.5.1.4 Both the HRCav and the Third Party Contractor are entitled to unlimited access and editing power in respect of the entire Database;

5.5.1.5 The HRCav may directly enter information of persons which is not captured by Clubs including, but not limited to, officials, assessment details and competition results.

### Related documents:

- HRCav Data Breach Response Plan

### POLICY REVIEW

Commencement Date	Date Endorsed	Endorsed By	Next Review Date
10/06/2024	07/06/2024	HRCav Executive	10/06/2025