



PRIVACY POLICY

1.0 PURPOSE

The protection of personal information is important to the Horse Riding Clubs Association of Victoria Inc. (HRCav).

The HRCav is committed to respecting individual's privacy and the protection of personal information. In handling your personal information, we will comply with the Privacy Act 1988 (Cth) (Privacy Act) and with the Australian Privacy Principles in the Privacy Act.

2.0 INTENT OF POLICY

This document sets out how the HRCav may collect, hold and use personal information. By providing your personal information to the HRCav, affiliated Clubs or officers and officials of the Association, you consent to its use, storage and disclosure by the HRCav in accordance with this Privacy Policy.

This Policy applies to:

All HRCav affiliated Clubs, members and employees of those Clubs and bodies, participants, parents/guardians of Junior Members, spectators, contractors, officials, coaches, and judges, throughout all HRCav events and activities.

3.0 REASONS FOR HRCav COLLECTING PERSONAL INFORMATION

The HRCav collects personal information in order to appropriately and efficiently carry out its functions. This includes providing support to affiliated Clubs and members by maintaining a central database of information, administration of the members' insurance program, providing members with services such as Level Assessment and tracking of competition results, and to facilitate the promotion of services and goods.

The HRCav uses personal information only for the purposes for which it was provided and for directly related purposes (unless otherwise required by or authorised under law).

4.0 PERSONAL AND SENSITIVE INFORMATION COLLECTED BY THE HRCav

4.1 Personal Information

"Personal information" is information or an opinion (including information forming part of a database), and whether recorded in material form or not, about an individual whose identity is reasonably apparent, or can be reasonably ascertained, from the information or opinion.

The information collected by the HRCav about a particular person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's contact details (name, email, residential address and/or postal address, phone numbers), age, club membership status, gender, insurance details, assessment details, competition results, qualifications or communication history with the HRCav.



4.2 Sensitive Information

If it is necessary in the circumstances, the HRCav may also collect sensitive information (which is a type of personal information) such as your disability backgrounds and medical history, including medical conditions or prescription drugs that may impair reaction times or judgement. For example: this information is required where a member seeks an exemption to the rules to compensate for a disability or medical condition.

Sensitive information is afforded a higher level of privacy protection than other personal information. Where you provide sensitive information to the HRCav, you also provide consent to HRCav collecting it in accordance with this Privacy Policy, unless you tell us otherwise.

5.0 COLLECTION AND STORAGE OF PERSONAL INFORMATION

The HRCav maintains a register of Clubs and members from information collected from HRCav Clubs. The member information provided by HRCav clubs includes name, address, contact details, gender, category of membership and age/age group.

Information may also be collected by the HRCav when you:

- 5.1 enter personal information into, or agree to having your personal information entered into the HRCav database;
- 5.2 provide details to the HRCav in an application, consent form, survey, feedback form or incident report;
- 5.3 are elected or appointed to a committee of the HRCav; or
- 5.4 apply for employment or a volunteer position with the HRCav or an HRCav Club;
- 5.5 contact the HRCav via email, telephone or mail or engage with the HRCav via social media;
- 5.6 participate in any program, activity, competition or event run by the HRCav or an HRCav Club;
- 5.7 access the HRCav website;
- 5.8 subscribe to any publication of the HRCav;
- 5.9 purchase merchandise, products or services from the HRCav;

Personal information may also be collected where the HRCav is required to do so by law (for education, child safety, work health and safety laws, charitable collections, medical treatment or other legislation in Australia).

6.0 PROVIDING INFORMATION

If you do not provide some or all of the requested information, this may affect the HRCav's ability to provide you with the full range of services.



By not providing requested information, this may jeopardise the ability to participate in the HRCav and HRCav Club programs, activities or competitions or apply for volunteer positions with the HRCav or a HRCav Club.

7.0 COLLECTION FROM THIRD PARTIES

The HRCav or a HRCav Club may collect personal information regarding a child (Junior Member) from the parent or guardian associated with that child.

In some circumstances, the HRCav collects information from other third parties. Examples of such third parties could include, without limitation, non-affiliated horse-riding organisations or government and law enforcement bodies as required by law.

8.0 INFORMATION STORAGE AND PROTECTION

The HRCav stores information in different ways, including in paper and electronic form.

Information related to members is added to the HRCav database. When the information is entered into the HRCav database, the information may be combined or linked with other information held about the member.

Security of personal information is important to the HRCav. The HRCav has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. The HRCav uses security measures including confidentiality requirements of our employees, volunteers, HRCav Clubs and third-party contractors, as well as data security measures for the HRCav database.

9.0 USE AND DISCLOSURE OF PERSONAL INFORMATION

9.1 Use

The use and disclosure of information is dictated by any services taken up with the Association and/or involvement in HRCav or HRCav Club activities, events and programs. For example: provision of insurance, participation in HRCav competitions, accreditation as an HRCav judge or official. This information will not be used or disclosed for a purpose unrelated to the functions of the Association or outside reasonable expectations unless we seek consent or are required to meet a legal obligation or authority.

The HRCav, and third parties to whom we may disclose personal information in accordance with this Privacy Policy, may collect, hold and use personal information to:

- 9.1.1 respond to emergency situations which have the potential to impact members;
- 9.1.2 satisfy legislative and regulatory requirements for employment or the management of Incorporated Associations;
- 9.1.3 verify a member's identity;
- 9.1.4 administer, manage and/or provide you with access to the HRCav Website and/or database;



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9.1.5 research, develop, run, administer and market competitions, programs, activities and other events relating to horse riding;

9.1.6 research, develop and market products, services, merchandise and special offers of benefit to members made available by us and/or third parties;

9.1.7 keep you informed of news and information relating to various events, activities and opportunities via various mediums.

9.2 Disclosure

The HRCav may disclose members' personal information to a range of organisations which include, but are not limited to:

9.2.1 our insurers;

9.2.2 in other circumstances permitted by law;

9.2.3 HRCav Clubs;

9.2.4 companies engage to carry out functions and activities on HRCav's behalf, including third parties engaged to perform administrative, marketing or other business management functions including database administrators and online event management platforms;

9.2.5 our professional advisers, including our accountants, auditors and lawyers.

9.3 Direct Marketing

We may use non-sensitive personal information for marketing purposes, including disclosure of such information to HRCav sponsors.

If you do not wish to receive e-mail, SMS or posted offers from the HRCav or marketing information from official sponsors, you may opt-out by at any time by notifying the HRCav Chief Administrative Officer via the contact details set out in this policy.

9.4 Other Disclosures

In addition, the HRCav may also disclose personal information:

9.4.1 with your express or implied consent;

9.4.2 when required or authorised by law;

9.4.3 to an enforcement body when reasonably necessary; or

9.4.4 in line with Permitted General Situations as per Australian Privacy Principles guidelines.

10.0 ACCESSING AND SEEKING CORRECTION OF INFORMATION HELD BY THE HRCav



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10.1 The HRCav take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up to date;

10.2 Clubs and Members are able update personal information as necessary. Please refer to the HRCav Database Policy.

12.0 RESOLVING PRIVACY ISSUES AND COMPLAINTS

Any issues or complaints in relation to the collection, use, disclosure, accuracy, security of and access to personal information may be made to the HRCav Chief Administrative Officer:

HRCav
PO Box 209
Nunawading Vic 3131
Email: info@hrcav.com.au
Phone: (03) 9877 0330

Complaints are managed as per the HRCav Member Protection Policy. If the HRCav is unable to resolve the complaint or the complainant is dissatisfied with the outcome, contact the Office of Australian Information Commissioner via its enquiries line 1300 363 992 or website <http://www.oaic.gov.au/> to lodge a complaint.

For further information on the HRCav's management of personal information, please contact the HRCav.

Relevant documents:

- HRCav Complaint Handling Rules
- 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