



# PORTLAND DISTRICT MOTOR SPORTS CLUB INC.

P.O. BOX 72, PORTLAND 2847

A.B.N 84 488 152 691

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## PRIVACY POLICY

This Privacy Statement sets out the PDMSC Inc general policy in relation to protecting the privacy and confidentiality of personal information that we may collect.

The new privacy provisions in the Privacy Act 1988 (Cth) (the Privacy Act) affecting private sector organizations came into effect on 21 December 2001.

These provisions were developed in order to establish a nationally consistent approach to handling of personal information in the private sector. They also aim to ensure that organizations that hold information about people handle that information responsibly as well as give the public greater control over the way information about them is handled.

At the PDMSC Inc, protecting the privacy and the confidentiality of 'personal information' is very important to us and is fundamental to the way we operate. We know that giving us personal information imposes a serious responsibility on us.

Our privacy policy has been developed in accordance with the National Privacy Principles contained in the Privacy Act. This Privacy Policy explains how we collect, use and handle all personal information we collect.

### Collection of Personal Information

When first applying or renewing Membership, licences or registrations with our club we collect a variety of data. In order to maintain the records of the club we specifically request the following information:

- Full Name
- Mailing Address
- Telephone Numbers
- Fax Number
- Mobile Number
- Email Address
- Date of Birth
- Signature

Following receipt of the information necessary for the issue of licences/registrations/insurance, the above information is maintained for record purposes. Members may choose not to provide any information, however, this may mean that we are not able to provide members with services requested.

Generally, PDMSC Inc will collect personal information only to the extent necessary to provide members with services requested.

We collect personal information by lawful and fair means and not in an unreasonably intrusive way.

### **Use and Disclosure of Personal Information**

Generally we collect personal information in order to provide licences/registrations/insurance.

We may also use or disclose personal information for purposes related or ancillary to the main purpose for which we collect it and where such disclosure would be reasonably expected. Some examples are:

- Supply affiliated associations mailing lists for purposes of their promotion of race meetings and the invitation to nominate to race
- Supply to the PDMSC Inc lists of registered car owners and licenced drivers for purposes of forwarding material directly to these persons
- Supply to other Australian affiliated associations of PDMSC Inc lists of registered car owners and licenced drivers for purposes of promotion of race meetings and the invitation to nominate to race.
- Regulatory reporting and compliance as may be necessary now and in the future

Should there be any other uses or disclosures then these will be conveyed at the point of collection. Should the data being collected be used in a manner contrary to the primary purpose of collection then PDMSC Inc will take all reasonable steps to inform individuals about how the information will be used, unless the use is exempt under a National Privacy Principal.

### **Data Quality**

The PDMSC Inc takes all reasonable steps to make sure that the personal information collected, used or disclosed is accurate, complete and up-to-date.

### **Data Security**

PDMSC Inc goes to great lengths to ensure the security of both the electronic and hard copy storing of personal data.

PDMSC Inc aims to ensure that personal data is protected from misuse, loss, unauthorised access, modification or disclosure. Personal information that is no longer required is destroyed by shredding or de-identified as appropriate. Data storage systems are reviewed and updated as appropriate.

### **Access and Correction**

Should anyone wish to access his or her personal data we will endeavor to make this information available within 30 days. Please be aware that, in some cases, there may be an exemption under the National Privacy Principles, which would prevent us from providing the information. Should this happen then we will advise by written notification as to why the request has been refused.

### **Identifiers**

PDMSC Inc identifies its members by alphabetical listing using 'surname or last name'.

### **Anonymity**

Wherever it is lawful and practicable the PDMSC Inc will give individuals/clubs the option of not identifying

themselves when entering into transactions with our organization.

### **Sensitive Information**

PDMSC Inc will not collect sensitive information about members unless:

- The individual has consented; or
- The collection is required by law; or
- The collection is necessary for the establishment, exercise or defence of a legal or equitable claim

Any information obtained via the website is treated with the same respect for privacy as any other personal data we may collect. We make every effort to ensure the security and confidentiality to data that may be sent to us via the website.

For aggregated statistical analyses or systems administration purposes only, we record details on the type of browser and operating system you are using, your internet service provider and top level domain name, the address of the referring website and your computer's internet protocol. PDMSC Inc will not make any attempt to identify users or their browsing activities, except where required to do so by law.

### **Further Information About Privacy Rights and Obligations**

For more information about privacy regulations and how they apply please call the Office of the Federal Privacy Commissioner on 1300 363 992 or visit [www.privacy.gov.au](http://www.privacy.gov.au).

### **Further Information About the PDMSC Inc and Your Privacy**

For more information about what the PDMSC Inc is doing to protect individual privacy, or if anyone believes that we have not followed our Privacy Policy please contact us at the address below:

PDMSC Inc  
P.O. Box 72  
PORTLAND, NSW. 2847

PDMSC Inc endeavors to ensure that we are up-to-date with best practice when it comes to protecting personal information. Therefore, the content of this Privacy Policy is continually being reviewed and updated.