



# SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

*Servicing motorsport in Queensland since 1977*

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## Privacy Policy

### 1. Objective

The objective of the Privacy Policy is to define Short Circuit Motor Sport Association Inc. obligations to maintain privacy of our members, competitors, affiliate club privacy, and any other clients / clubs that come in contact from time to time. This policy outlines the guidelines to the proper use and access of all personal and sensitive information by Short Circuit Motor Sport Association Inc.

### 2. Policy Details

This Privacy Policy document is intended to provide complete transparency on how private information is collected, used, and stored. Short Circuit Motor Sport Association Inc. value privacy of all people who come in contact for all the various purposes the association provides. We are committed to adhere to all relevant Privacy Laws in Queensland and Australia wide.

### 3. What personal information is collected?

Short Circuit Motor Sport Association Inc. collect information about you for membership, affiliate membership, Short Circuit Motor Sport Association Inc. events, and information on hiring of the Carnell Raceway.

Information we may collect, depending on circumstances, will include:

- Full name
- Contact details, including phone number, mailing address, email address
- Date of Birth
- Club membership
- Motor Sport Race Licencing

- Vehicle details
- Club affiliation
- Medical Condition and/or history
- Motor Sport Official's Licencing
- Blue Card details for volunteers and officials
- Permits
- Insurances

#### **4. How details are collected**

Private information is only collected for Short Circuit Motor Sport Association Inc. requirements:

- under the Constitution for membership,
- Blue Card information for volunteers, officials, and committee members,
- contact information from external clubs for affiliate club membership, and
- to host racing events for members and competitors to participate.

Private information will also be collected from external organisation or businesses who would like to hire the Carnell Raceway to host their events.

Details are collected either through mail application forms, email correspondence or phone communication where applicable. All information collected is only required for the above-mentioned purposes and is only done for compliance reasons and to be able to complete the functions of the association.

#### **5. Information Storage and Protection**

As Privacy is of the highest importance to Short Circuit Motor Sport Association Inc., this policy outlines the only people that will have full access to your information will be the Management Committee being the President, Vice-President, Secretary, and Treasurer. Other members of the club in positions that require information, such as the Event Secretary, Clerk of Course, Stewards, and other Officials, will only have access to

the required information that is appropriate for their positions to align with events held by Short Circuit Motor Sport Association Inc.

All private information is stored on a hard drive, in forms, documents, databases and spreadsheets. This information is never shared with any outside entities unless it is required by law to do so.

## **6. Accessing Personal Information**

Anyone who wishes to know what kind of information Short Circuit Motor Sport Association Inc. has stored, can apply to the Secretary any time for access to this information with full disclosure of what we have on file and how it has been used. No other entity will gain access to anyone's information without prior written approval by them and only for the purpose the information has been collected such as a racing event.

## **7. Change of Personal Information**

Anyone can at any time verify their information to be correct or make changes by contacting the Secretary.

## **8. Policy Review**

This Policy will be reviewed once every year by the Management Committee to ensure it is correct and relevant.

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Description of Change</b>
1	April 2024	Charlotte Kelly	Document Creation.