



Privacy Policy Statement

Introduction

To provide our services to you, we ask that you give us certain information, including your name, address, age and contact details. We understand that confidentiality of personal information is vitally important to you and we are committed to ensuring that all information entrusted to us is protected against misuse.

The amount of personal information we hold about you depends on the nature of your relationship with us and the extent to which you have used our services or made claims.

As a minimum we will have a record of your name, address, age and contact details including telephone numbers and in some cases facsimile numbers and email addresses, post office box numbers, affiliated club information and other contact details may also be held.

National Privacy Principles

The Federal Government's National Privacy Principles which are set out in the Privacy Act 1988 (Cth) (the "Privacy Act") represent a legal obligation which must be observed by many private sector organisations including the S.A.R.A.

We are committed to the protection of your privacy by acting in accordance with the requirements of the Privacy Act and the National Privacy Principles.

What does "personal information" mean?

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

Why we collect your personal information

Collecting your personal information is essential for S.A.R.A. to be able to conduct its business of providing product and services to you.

How do we collect your personal information?

Wherever possible we collect your personal information directly from you. This may take place in a number of ways such as when you complete an application form for a membership or service over the telephone, internet or mail.

How do we use your personal information?

Examples of personal information collected during our relationship may be when you renew your membership or enter any formalised competition allowing us to provide our products and services to you.

Do we disclose your personal information to anyone?

S.A.R.A. may disclose your personal information in certain circumstances. For example when we are required or authorised by law to disclose your personal information with respect to a Court in response to a subpoena or to the Australian Taxation Office following a direction issued under taxation laws.

We may also disclose your personal information where you have consented to us doing so. Your consent to the disclosure of your personal information may be given explicitly such as in writing or verbally.

We may disclose your personal information and

the reason for disclosure are; Mailing contacts to service providers for the dissemination of notices, magazine subscription or membership related matters; For the purpose of insurance claims or requests; For the purpose of publishing our organisation including competitions and their results.

Data Security

S.A.R.A. will take reasonable steps to protect personal information it holds from misuse and loss and from unauthorised access, modification or disclosure; and will also take reasonable steps to destroy or permanently de-identify personal information that it no longer requires.

Trans Border Data

S.A.R.A. will only transfer personal data about an individual to someone who is in a foreign country if:

- a) S.A.R.A. reasonably believes that the recipient of the information is subject to a law, binding, scheme or contract which effectively upholds principles for fair handling of the information that are substantially similar to the National Privacy Principles; or
- b) The individual consents to the transfer, or;
- c) The transfer is necessary for the performance of a contract between the individual and S.A.R.A., or for the implementation of pre-contractual measures taken in response to the individual's request.

Requests for Access to and Correction of your Personal Information

You have a right of access to your personal information.

You may request details of the personal information we hold about you, or about any dependant aged under 16 years.

Dependent upon the nature of your request, we may ask you to properly identify yourself to verify your right to receive the personal information

requested.

We will release to you details of the personal information we hold which we are required by law and our privacy policy to release, except to the extent that;

- a) providing access would pose a serious and imminent threat to the life or health of any individual; or
- b) providing access would have an unreasonable impact upon the privacy of other individuals; or
- c) the request for access is frivolous or vexatious; or
- d) the information relates to existing or anticipated legal proceedings between S.A.R.A. and the individual, and the information would not be accessible by the process of discovery in those proceedings; or
- e) providing access would be unlawful; or
- f) providing access would be likely to prejudice any enforcement of laws relating to the confiscation of the proceeds of crime

Complaints

You can lodge a complaint with us about any breach of our privacy obligations to you, including a breach of this privacy policy. You may also contact us to discuss any issues you have or concerns arising out of the way in which we use your personal information. Complaints about possible breaches of our privacy policy should be directed to the Executive Officer of the South Australian Rifle Assoc. where your concerns will be dealt with promptly and appropriately.

Contact Details

Telephone

(08) 8244 5533

Email

admin@riflesa.asn.au

Website

www.riflesa.asn.au

Write to us

South Australian Rifle Assoc
Cnr West & North Tce
Wingfield, SA, 5015

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