



## ADELAIDE PLAINS EQUESTRIAN CLUB INC POLICIES

Policy number	11	Version	2
Drafted by	AM	Approved by	October 2022
		Committee	
Responsible person	President	Scheduled review date	October 2025

### PRIVACY POLICY

#### Purpose

The purpose of this procedure is to clearly state the boundaries regarding the use of information collected by the Adelaide Plains Equestrian Club with respect to members, casual participants, volunteers, and any other party. It does not apply to information that may be personally provided by one member to another.

#### Responsibility

APEC (Adelaide Plains Equestrian Club) takes the collection of information seriously and does not disclose this information to any other member or person associated with APEC except to the extent required to conduct its activities. Information may be disclosed to members involved.

#### Information Collected and Use

APEC collects personal information as identified on the member application form and casual participant form for the purpose of conducting events and providing relevant information to our insurer as required. APEC does not collect sensitive information.

APEC does not disclose this information to any other party nor does it sell information to any third party.

APEC has a member register as is required by its Constitution, which is stored in its online storage mechanism, and which is password protected. APEC collates the information from the member application form in the member register. Where member applications are provided electronically by members, these are filed online and are password protected.

APEC current Committee Members are the only members who have access to the online member register. A printout of certain information sourced from the Member Register is used on site at events providing information relating to members, such as emergency contact information. This is used to sign in members to events and is retained with the relevant event information as a record of attendance.

#### Access to and Updating of Personal Information

If a member wishes to access their personal information held by APEC, they should contact the Secretary in writing, either by mail (PO Box 1070, Two Wells SA 5501) or by email (adelaideplainsequestrianclub@gmail.com), requesting access to the information held about the member.

The Secretary will contact the member using the contact telephone number provided by the member in their member application to confirm the legitimacy of the request to ensure that it is in fact the member requesting the information, prior to the provision of any information.

If the member requires a correction to the personal information held, this can be done through completion of the member application form again to update any necessary information or by provision in writing of updated information.

### **Complaints**

If any person for whom personal information has been collected by APEC has any complaint, contact should be made in writing to the Secretary either by mail (PO Box 1070, Two Wells SA 5501) or by email ([adelaideplainsequestrianclub@gmail.com](mailto:adelaideplainsequestrianclub@gmail.com)). Complaints will be reviewed by the APEC Committee with a response being provided to the member in writing.

If the member does not believe the complaint has been addressed, the member should advise the APEC Committee in writing. The APEC Committee will then refer the matter to an independent appropriately recognised mediator to mediate the matter, with the payment of costs that may arise because of the referral to be determined by the external mediator.

Where resolution is unable to be achieved using the external mediator, the complainant may refer the complaint to the Office of the Australian Information Commissioner.

### **REVIEW / CONSULTATION**

The review of this policy is the responsibility of the Adelaide Plains Equestrian Club Committee. This policy will be reviewed at least every three years.

**APPROVED**      *aj.maddison*..... (Signature)

**DESIGNATION**      President

**DATE**              October 2022