



EQUESTRIAN
AUSTRALIA

Privacy Policy

Effective from 1 September 2017

Last Review on 11 August 2017

This policy is also accessible on the Equestrian Australia (EA) website: www.equestrian.org.au

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1 Your rights in relation to privacy

Equestrian Australia Limited ACN 077 455 755 (EA/we/us/our) understands the importance of protecting the privacy of an individual's personal information. This statement sets out how and why we collect, hold, use and disclose your personal information and your rights in relation to the personal information we hold about you. 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. We may vary and update this statement from time to time.

2 What kinds of personal information does EA collect?

Personal information is information or an opinion about an identified, or reasonably identifiable, individual. During the provision of our services and for the operation of EA, we may collect your personal information. Generally, the kinds of personal information we collect (if relevant) are:

- contact and identification information such as your name, postal and email addresses, telephone number(s), date of birth, gender, licence or passport number and car registration;
- banking and/or other details for payment including bank account and credit card details;
- insurance details;
- business details such as your ABN;
- EA member details, horse ownership and registration details;
- employment information such as employment history and qualifications;
- sensitive information including information about your health, medical conditions or ethnic/racial origin.

In some circumstances we may also hold other personal information provided by you.

3 How does EA collect personal information?

Generally, we collect your personal information directly from you, through the completion of a manual or online form (including but not limited to a membership or other application form, subscription form, consent form, feedback form, incident report form, or survey), an interaction or exchange in person or by way of telephone, facsimile, email, post, through your use of the EA website or social media platforms, or through your participation in any program, activity, competition or event run by EA. We will also collect your personal information when you apply for a job, volunteer role, or other position (e.g. on our Board or a committee) with EA.

There may be occasions when we collect your personal information from other sources such as from:

- your employer;
- a parent, other family member or your 'next of kin';
- an authorised agent or licensee of EA;
- other equestrian or general sporting organisations including State/Territory-based equestrian organisations or sport institutes, the Fédération Equestre Internationale, the Australian Sports Commission, the Australian Sports Anti-Doping Agency, the Australian Institute of Sport, the Australian Olympic Committee and/or the Australian Paralympic Committee;
- an information services provider, a publicly maintained record or other publicly available sources of information including social media and similar websites;

- if for recruitment purposes, an external recruitment or background screening services provider; or
- government and regulatory departments and bodies.

We may also collect information about the way you use our website including through the use of 'cookies'. Cookies are small files that assist us to identify website user preferences so that we can enhance and tailor your experience of our website. Sometimes cookies result in the collection of personal information. You may disable the use of cookies through your internet browser. Generally, we will only collect your personal information from sources other than you if it is unreasonable or impracticable to collect your personal information from you.

4 Why does EA need your personal information?

We collect, hold, use and disclose your personal information where it is reasonably necessary for the purposes of:

- operating as the peak body for the administration of equestrian sport in Australia;
- providing you, and our members generally, with our products and services;
- researching, developing, facilitating and marketing competitions, programs, activities and other equestrian-related events (including facilitating and undertaking administrative processes, on behalf of Australian athletes, in relation to competitions held in Australia or overseas);
- researching, identifying and informing you of products, services and events that may be of interest to you from EA or selected third parties (including State or Territory-based equestrian organisations, suppliers and sponsors);
- accommodating your health needs, responding to emergency situations and facilitating the administering of medical care;
- assessing whether to engage you as an employee, contractor, consultant, volunteer or in any other capacity;
- accounting, billing, insurance and other internal administrative purposes; and
- any other legal requirements (including but not limited to laws relating to education, child protection, health and safety, charitable collections and medical treatment).

We may also use your personal information for purposes related to the above, or otherwise with your consent or in accordance with law. We may also use de-identified information to undertake research, prepare submissions to government or to plan events.

Where personal information is used or disclosed, we take steps reasonable in the circumstances to ensure it is relevant to the purposes for which it is to be used or disclosed. While you are under no obligation to provide your personal information to us, we may not be able to provide our products or services to you in the absence of certain information.

5 To whom does EA disclose your personal information?

We disclose your personal information for the purposes for which we collect it. That is, generally, we will only disclose your personal information for a purpose set out at paragraph 4. This may include disclosing your personal information to:

- third parties engaged to perform administrative, marketing or other business management functions, including IT contractors, database administrators and third parties engaged to provide membership cards or other membership services;
- our professional advisors and insurance providers, and our contractors, consultants and/or related bodies corporate;

- other equestrian or general sporting organisations including State/Territory-based equestrian organisations or sport institutes, the Fédération Equestre Internationale, the Australian Sports Commission, the Australian Sports Anti-Doping Agency, the Australian Institute of Sport, the Australian Olympic Committee, the Australian Paralympic Committee, the Court of Arbitration for Sport and various other sporting bodies; and
- government and regulatory departments and bodies.

Our disclosures of your personal information to third parties are on a confidential basis or otherwise with your consent or in accordance with law.

6 Overseas disclosure

We may disclose personal information to overseas recipients including to the Fédération Equestre Internationale, which is located in Switzerland, and to any entity, associated with or acting as an agency of the Fédération Equestre Internationale, in various countries in which the Fédération Equestre Internationale is facilitating a competition. It is not practicable to list each and every country in which a competition may be held but such countries are likely to include the USA, Canada, New Zealand, Great Britain or various European countries. As overseas recipients may have different privacy and data protection standards, prior to disclosing any personal information to an overseas recipient, we take steps reasonable in the circumstances to ensure the overseas recipient complies with the Australian Privacy Principles or is bound by a substantially similar privacy scheme, unless you otherwise consent to the overseas disclosure or it is required or permitted by law.

7 Direct marketing

We may use and disclose your personal information in order to inform you of products, services and events that may be of interest to you. We may also try to customise the marketing material that we send to you, according to our understanding of your interests. Sometimes we engage third party service providers, and disclose relevant personal information to them, to undertake marketing on our behalf. In the event you do not wish to receive such communications, you can opt-out by contacting us via the contact details set out in paragraph 10 or through any opt-out mechanism contained in a marketing communication to you (such as an unsubscribe button or link).

8 Security of your personal information

We take steps reasonable in the circumstances to ensure that the personal information we hold is protected from misuse, interference and loss and from unauthorised access, modification or disclosure. We hold personal information in both hard copy and electronic forms in secure databases on secure premises, accessible only by authorised staff, volunteers or other representatives of EA. We also engage IT-support to ensure our electronic and online facilitates are safe and secure. We will destroy or de-identify personal information in circumstances where it is no longer required, unless we are otherwise required or authorised by law to retain the information.

9 Can you access and correct the personal information that EA holds about you?

We take steps reasonable in the circumstances to ensure personal information we hold is accurate, up-to-date, complete, relevant and not misleading. Under the Privacy Act, you have a right to access and seek correction of your personal information that is collected and held by us. If at any time you would like to access or correct the personal information that we hold about you, or you would like more information on our approach to privacy, please contact our

Privacy Compliance Officer on the details set out in paragraph 10 below. We will grant access to and correction of personal information to the extent required or authorised by the Privacy Act or other law. Upon making a request, you may be required to provide proof of identity and/or provide further details at your request. We endeavour to respond to requests within 30 days and, if we refuse your request, will notify you of the refusal in writing.

10 **How to contact us**

For further information or enquiries regarding your personal information, or if you would like to opt-out of receiving any promotional or marketing communications, please contact EA's Privacy Compliance Officer at lynette.chow@equestrian.org.au or on + 61 2 8762 7707.

11 **Privacy complaints**

Please direct any privacy complaint to our Privacy Compliance Officer so that, if necessary, it can be appropriately investigated. Privacy complaints are treated seriously, promptly and confidentially and you will be notified of the outcome of your complaint. Complaints will not affect your existing obligations, or affect any commercial arrangements you have, with EA. In the event that you are dissatisfied with the outcome of your complaint, you may refer the complaint to the Office of the Australian Information Commissioner.