



## PONY CLUB ASSOCIATION OF WESTERN AUSTRALIA INC

### PRIVACY POLICY

The Pony Club Association of Western Australia is committed to the protection of personal information. This commitment is based on an adherence to the national privacy principles.

#### **1. Collection**

The Pony Club Association of WA collects a minimum of personal information from a member, such as their name, contact details and date of birth.

The Pony Club Association of WA collects medical information from individuals seeking selection as a representative individual of the State Association. This information usually concerns emergency contacts and health care details.

#### **2. Use and Disclosure of Your Information**

The primary purpose for the collection of personal information is to enable The Pony Club Association of Western Australia to perform its functions and activities. An accurate record of its members is essential for this purpose.

Members acknowledge that in order to function it is necessary for the Pony Club Association of Western Australia to share information, including known medical conditions or disabilities, membership standing, club, age, grading and horse ownership. A person to whom such personal information may be disclosed (without limitation) includes other members, other clubs and zones, sponsors, team managers and event organisers.

An individual has the right to refuse consent for the use of the collected medical information. An individual also has the right to refuse to supply the information. If an individual refuses to provide the requested medical information or not consent to the use of that information in the case of injury or other medical emergency, then The Pony Club Association of Western Australia will not assume any liability for any resulting action or disability that the individual may suffer as a result of his or her refusal.

Please note that the publication of results and performances at equestrian events and of statistics relating to these is normal practice in all sports.

#### **3. Access to Personal Information**

The Pony Club Association of Western Australia will use its best endeavours to ensure that the information it obtains is accurate, complete and current. An individual may access or change information that the Association has collected by placing a request in writing and sending the request to the Executive Officer, Pony Club Association of WA Inc. 303 Cathedral Avenue, BRIGADOON, WA, 6069

Please allow 14 days for your request to be processed.

#### **4. Data Security**

The Pony Club Association of Western Australia will endeavour to take all reasonable steps to keep secure any information held about an individual. The Pony Club Association of Western Australia has security measures in place to protect the loss, misuse and alteration of the information under its control.

#### **5. Accuracy**

The Pony Club Association of Western Australia takes all reasonable steps to ensure that the personal information we collect, use and disclose is accurate, complete and up to date. However the accuracy of that information depends to a large extent on the information you provide. We recommend that you advise the Association if there are any errors in your personal information and keep us up to date with changes to personal information such as your name or address.

## **6. Complaint**

If an individual considers that his or her privacy has been breached, a complaint may be made to our Executive Officer at the address stated in section 3. If the aggrieved person considers that the issue has not been resolved within an appropriate time frame, recourse may be made to the Federal Privacy Commissioner.

Further information on your rights can be found at [www.privacy.gov.au](http://www.privacy.gov.au)