



Albany Equestrian Centre

Privacy Policy

Management Committee Decision

Version: 1.0

Effective Date: Friday 8 May 2015

Record of Amendments

Version	Date	Details of Changes	Comments
1.0	8/5/2015		Accepted as per AEC committee meeting 7/5/15

Purpose

A Privacy Policy is required by law where personal data are collected.

Personal data are any kind of data or information that can be considered identifies an individual, such as:

- Email address;
- First and last name;
- Address, etc.

The Albany Equestrian Centre is committed to providing the highest level of service for its members. This includes protecting their privacy. The Albany Equestrian Centre respects the rights of its members to know who has information about them, what they are doing with it, and why, and with whom they may be sharing it.

Collection

Personal information collected by the Albany Equestrian Centre is for the primarily for identifying members. The Albany Equestrian Centre collects details such as members' names and addresses, type of membership, phone numbers, and email addresses.

These details are required for the compilation of its Register of Members, which is a requirement under the Albany Equestrian Centre constitution.

Generally, the Albany Equestrian Centre collects this information directly from the member or from the affiliated club to which the member belongs.

Use & Disclosure

A member's personal information will only be used or disclosed by the Albany Equestrian Centre as provided under the Privacy Act 1988.

The Albany Equestrian Centre will not use or disclose this information for a purpose unrelated to your membership of the Albany Equestrian Centre or outside your reasonable expectations unless your agreement has been obtained or the Albany Equestrian Centre needs to meet a legal obligation or authority.

A member's personal details will be used primarily for the purpose of the compilation of the Register of Members and for the email of equestrian information, Albany Equestrian Centre information distribution, and Albany Equestrian Centre newsletters.

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

Access to Your Personal Information

Members may, on written request, access their personal information held by the Albany Equestrian Centre.

Security

The Albany Equestrian Centre will safeguard all personal information it holds. This includes preventing its misuse or loss both internally and externally.

Contact Us

Should a member require more detailed information on the way in which the Albany Equestrian Centre handles information about him or her, or should he or she be concerned about the treatment of this information, please contact the Albany Equestrian Centre at:

albanyequestrian@gmail.com