



**Subject Privacy Policy**

**Subject No: DBSA 023**

**Issue No: 1**

**Date of Issue: Mar 08**

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Dragon Boat SA (DBSA) is covered by the 10 National Privacy Principles (NPP), as set out in the Privacy Act 1988 (amended by the Privacy Amendment (Private Sector) Act 2000).

DBSA recognises the importance of protecting personal information, which it may be required to collect from individuals who become associated with its business. The purpose of this Policy is to ensure that any individual who provides information to DBSA is protected according to the requirements of the Privacy Amendment Act (Private Sector) 2000.

For the purpose of this Policy, “**information**” is described as:

“**Personal information**” means information relating to an individual, including an opinion, which may be provided to DBSA as part of its membership either in material form or not, and whether true or not. Such information may personally identify an individual or make the person’s identity reasonably apparent.

“**Sensitive information**” means information or an opinion about an individual’s racial or ethnic origin, political opinions, membership of a political association, religious beliefs, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual practices, criminal record or health information.

DBSA takes its obligations under the Privacy Act seriously, and as such, will take all reasonable steps in order to comply with the Act and protect the privacy of personal information that it holds.

### **Collection and Use of Information**

DBSA may require the collection of personal information from individuals to enable it to provide data to the National Body, apply for Grants, validate competition entries and generally administer the operation of the Association. The reasons for the collection of personal information include, but are not limited to, production of I.D. cards, distribution of information to registered participants and planning the effective utilisation of the Association’s assets.

DBSA may collect and hold personal information, such as, but not limited to, names of employees and proprietors of organisations, addresses, telephone numbers, facsimile numbers, e-mail addresses, titles and professional affiliations. These details are collected for the purpose of providing membership services to customers and clients, and the selling and marketing of our products and extended range of services. DBSA may also use such information to apply member satisfaction surveys and events such as “loyalty” programs. DBSA will not disclose this information to any other organisation, nor will it send any information overseas for any purpose whatsoever.

In the event that sensitive information is collected by DBSA, it will not be used for any purpose without the express permission of the individual. The collection, use and disclosure of information will be in accordance with DBSA Collection Statement.

### **Storage, Access and Retention of Personal Information**

All personal information collected by DBSA will be retained as part of a database, which will be securely monitored and maintained by DBSA. The data will not be made available to a third party, unless it is legally required and verified, without the authority of the individual who provided the personal information.

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DBSA will make available for inspection all personal information, based on the information supplied by the individual that it holds in relation to an individual provided reasonable notice is given. In the event that any part of the personal information that the individual inspects is determined to be incorrect and requires alteration then DBSA will make such alteration in compliance with the corrected advice provided by the individual.

DBSA will take all reasonable steps to protect the security of the personal information that it holds. This includes appropriate measures to protect electronic materials and materials stored and generated in hard copy.

Where information held by DBSA is no longer required to be held, and the retention is not required by law, then DBSA will destroy such personal information by a secure means.

### **Compliance**

If an individual has any concerns regarding the privacy of personal information, then the individual may make a complaint to Board of DBSA who will then endeavour to resolve the complaint.

### **Sources of Information**

Where possible, DBSA will collect the information directly from individuals, members and clients. In some instances, DBSA may collect personal information from press reports or published mediums, in the case; it will endeavour to verify such details with the person concerned.

DBSA acknowledges that there is no obligation for an individual to provide it with personal information. However, if an individual chooses not to provide DBSA with personal details, it may not be able to provide the individual with a full range of services or reduce the ability of servicing the individual's organisation direct.

### **Clause for Inclusion with membership information:**

DBSA has a Privacy policy and that the information that I have provided within is necessary for the Objects of DBSA. I acknowledge and agree that the information will be disclosed to my Club and will only be used for the Objects of DBSA and to provide me with membership services. I understand that I will be able to access my information through my Club. If the information is not provided my membership application may be rejected.

**Endorsed by:**

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**DragonBoatSA Chairman on behalf of  
DragonBoatSA**

**11/03/2008  
Date**