

## PRIVACY POLICY

### POLICY STATEMENT

**Personal information collected by The New South Wales Clay Target Association Inc. is for the primary purpose of membership requirements and/or competition purposes. It will not be released in any form of commercial gain and will be maintained in a secure location as per the requirements of the Australian Government Privacy Policy 1988.**

#### 1. The New South Wales Clay Target Association

- a. Is a non-profit sporting association appointed as the governing body and promoter of Clay Target Shooting in New South Wales.
- b. Is a democratically formed body made up of an Executive Members, and Sub committees. The Executive of the NSWCTA is President, plus 3 Delegates from each affiliate Zone not represented in the previous position, but including 2 Vice Presidents, Treasurer and State Secretary. The NSWCTA is the governing body in New South Wales and recognised as such by the Department of Sport & Recreation.

#### 2. The NSWCTA

- a. Organises, promotes, and fosters clay target shooting throughout New South Wales. It provides a shooting forum for members at State level and offers opportunities for representation at National level.
- b. It is the responsibility of the NSWCTA to provide a structure for Coaching and competition conditions for all levels. In addition, it selects members to represent the State at National events. The events are advertised through the Australian Clay Target Shooting News, State web page, and Blue Book events publication.

"In addition the N.S.W.C.T.A. facilitates the selection of members to represent the State at National events "

- c. Advise the affiliating Zones of Policy and procedure requirements and provide guidance regarding requirements in Governance and Risk Management areas.

#### 3. Collecting Your Personal Information

The NSWCTA understands that members may have concerns about their privacy and the confidentiality and security of information that the NSWCTA may obtain about them.

The NSWCTA policy is to protect members' privacy and personal information that it may collect from time to time.

The NSWCTA has undertaken to comply with the requirements of the Australian Government Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000.

Personal information is only collected by the NSWCTA for the primary purpose of membership requirements and/or competition purposes. The NSWCTA collects details such as your name, address, telephone and facsimile numbers, email addresses, gender, age and Australian Clay Target Association Membership Number.

A hard copy file containing the member's application and entry details are retained in a secure location in accordance with the act and for a further seven years in accordance with current Federal and State legislation governing document retention, before being destroyed.

#### 4. What If You Do Not Provide The Personal Information We Require?

Failure to provide the information sought by the NSWCTA for the purposes detailed may not enable the organisation to complete the membership process or any specific service requested. i.e. the NSWCTA may not be able to include you in an event you may have entered or assign benefits to you as a member.

#### 5. The New South Wales Clay Target Association Secures Your Personal Information

To prevent any unauthorised access to your information, the NSWCTA has installed computer and network security, including encryption, password protection processes, anti spy ware and firewalls.

Only staff authorised by the President have access to the data file information. Hard copies of any information are stored in locked offices and equivalent off site secured storage areas.

## 6. To Whom Do We Disclose Your Personal Information?

A member's personal information will only be used or disclosed by the NSWCTA as allowed by the Australian Government Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate the NSWCTA delivering better services and benefits to its members, personal information collected may be shared with other organizations and including the ACTA, World governing bodies and Zone affiliates for Championship entry requirements.

Further, to conduct NSWCTA operations, NSWCTA occasionally engages independent operators and parties. Accordingly, some this information may be used or disclosed in part by NSWCTA to:

- Enable mail contractors to deliver documents and communications to members.
- Officers of a government law enforcement agency in connection with the lawful performance of their duty.
- A debt collection agency for financial default purposes of the NSWCTA only
- Send direct mail to members.
- External advisors, including the associations representative body for the purposes of outsourcing the processing and servicing of member cheques and the processing of member credit card payments.

## 7. Withdrawing Your Consent

If you do not consent to any of the disclosures above, you can write and advise NSWCTA at its office.

NSWCTA will then ensure that your personal information is not used for this purpose. This exemption cannot apply where NSWCTA is required by law to provide such disclosure.

If you do not object to the uses or disclosures as stated above, NSWCTA will accept this as having received your express consent.

## 8. Access Your Personal Information

Members may, upon written request, access the personal information NSWCTA has obtained from membership application forms and nomination forms that it currently holds. To the extent possible, NSWCTA will let you access your personal information. However, there are times where the organisation is not in position to do so (e.g. where it would be unlawful to do so). If the NSWCTA denies you access to this information, the NSWCTA will notify you of this refusal and the basis for it

## 9. Change some of the personal information held

The NSWCTA endeavours to ensure that personal information held is accurate, complete and up-to-date.

Where you believe that personal information held by the NSWCTA is not accurate, complete or up to date, then advise the NSWCTA and every effort will be made to correct the information.

## 10. Complaints

For any purpose associated with privacy matters including the lodgement of a complaint, the NSWCTA can be contacted at its office. Your call will be directed to the officer appointed by us to deal with your enquiry or complaint.

Signed: \_\_\_\_\_  
Mark Rogers  
President

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Kathleen Dawe  
Secretary

Approved February 2012  
Reviewed June 2020