



## ***Austin 7 Club of S.A. Inc.***

CLUBROOMS:

262 Tapleys Hill Road, SEATON S.A. 5023

ABN: 85 770 577 863



# Privacy Policy

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**The Austin 7 Club of South Australia Inc (the Club) recognises the importance of your privacy and shares your concerns about the security of your personal information. The Club is committed to the protection of the personal information that we hold about you. This Policy describes how the club manages your personal information.**

## **Collection of your personal information**

The information we hold about you is provided by you and comprises personally identifiable information such as your name, address, email address and phone number(s), and specific information about the cars you own and register under the Conditional Registration Scheme.

The Club may also collect and hold anonymous demographic information which is not unique to you, for example, your postcode, age, gender and interests.

From time to time the Club will also survey you for other information *e.g.* the frequency of usage of Conditionally Registered motor vehicles owned by you.

The Club does not hold personally sensitive information such as race, religion or political affiliations.

## **Use of your personal information**

The club collects and stores personal information from you for the following purposes:

- To provide Club services to you.
- To provide you with information about the Club's activities.
- To provide means of communication between the management Committee and you.
- To administer and comply with the Conditional Registration Scheme for historic and left-hand drive vehicles.

The Club is affiliated with the Federation of Historic Motoring Clubs Inc. (the Federation). Under the auspices of the SA Department of Planning Transport and Infrastructure, the Federation administers the Conditional Registration Scheme for the registration of Historic motor vehicles (the Scheme). If you have a vehicle which is Conditionally Registered through the Club, then by necessity elements of your personally identifiable information, as well as information about your relevant car(s), as required under the Scheme will be passed to the Federation. Your participation in the Scheme is deemed to be your consent to pass on such information.

Except as detailed in this Policy, the Club does not sell, rent, lease, trade or give your personally identifiable information to any third party unless specifically authorised by you or unless compelled to do so by law. In the event that the Club is legally compelled to release personal information you will be advised accordingly unless legally prohibited.

The Club may contact you from time to time with offers by third parties (e.g. businesses) that may be of interest to you. In such cases, your personally identifiable information is not given to the third party. It is up to you to instigate action should you wish to take up the offer.

From time to time your name and relevant photograph(s) may be published in the Club’s Magazine, *Austin 7 Journals*, or on the Club’s website to acknowledge awards, achievements, competition results or other newsworthy events. **If you do not want your name or relevant photograph(s) to be published in this manner, it is your responsibility to inform the Club accordingly.**

**Non-disclosure of Personal Information**

The *Application for Membership* form provides the opportunity to exclude certain information from publication in the Club’s phone directory. In the event that the Club produces a phone directory you will be informed and given the opportunity to review the information made available in the directory.

You have right to review your personally identifiable information held by the Club and exclude any element of the information from the Club’s records. You should be aware that excluding items of personal information may restrict the Club from providing services and information, or prevent the Club from contacting you promptly.

**Security of Personally Identifiable Information**

The Membership records are held by the Secretary of the Club.

From time to time the membership database is passed to the Club President, Treasurer, Registrar and News letter editor, or other members of the management Committee if they have particular reason to access the data to carry out their specific roles within the Club.

All reasonable care is taken to hold the data securely.

**Changes to this Privacy Policy**

Upon adoption of this Policy, all members will receive a copy. New members will receive a copy of the Policy when their Membership Application has been accepted. The Policy will also be published on the Club’s website.

You will be advised of any amendments to this Policy within a reasonable time after the policy has been amended by the Committee.

**Identification of this Policy**

This Policy is titled:	Austin 7 Club of South Australia Inc. – Privacy Policy
Version	1.0
The policy was assented to and adopted at a meeting of the Club’s Committee on:	<u>02 March 2015</u>