

The Mazda MX-5 Club of Victoria and Tasmania Inc (Club) is committed to respecting the right to privacy and the protection of personal information.

The Club has taken steps to protect the information it holds from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures the Club uses includes strict confidentiality requirements of its volunteers and service providers, security measures for system access, and security measures for its various websites.

Even though the Club is not required to comply with the Australian Privacy Principles (APPs), all actions of the Club, in respect to the privacy of Club Members, will be guided by the following key principles:

1. To take reasonable steps to make individuals aware that the Club is collecting 'personal' information about them.
2. Notify those individuals about the purpose/s for which the Club is collecting the information and who it may share that information with (among other things).
3. Comply with restrictions on how personal information can be used and to whom it can be disclosed.
4. Give individuals the right to access the information the Club holds about them and to have that information corrected or modified.

This document sets out how the Club may collect, hold, use and disclose personal information in the course of any of the Club's activities. By providing your personal information to the Club, you consent to its use, storage and disclosure in accordance with these Privacy Guidelines.

What personal information does the Club collect?

The information collected by the Club about a particular person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's contact details (name, email and/or postal address, phone numbers), date of birth, gender, vehicle details and communication history with the Club.

The Club may take (or may arrange another person to take) photographs and electronic images of you whilst participating in a Club event or describe your participation in a Club event in a publication. By attending a Club event, you acknowledge and agree that such photographs and other images are owned by the Club and the Club may use them for promotional or other purposes without your consent being necessary.

How does the Club collect personal information?

Information may be collected when you:

- (a) become a member of the Club;
- (b) participate in Club events and activities;
- (c) subscribe to any publication of the Club, including electronic publications;
- (d) provide details to the Club in an application, consent form, survey, run attendance sheet, feedback form or incident report;
- (e) enter personal information into, or agree to having your personal information entered into, one of the Club's online systems;

- (f) access the Club's websites;
- (g) contact the Club via email, telephone, fax or mail or engage with the Club via social media;
- (h) enter into any marketing promotion or competition run by the Club;
- (i) purchase, redeem or claim merchandise, products or services from the Club or an authorised agent or licensee;
- (j) make an enquiry regarding a function or event undertaken by the Club;
- (k) are elected or appointed to the Committee or a sub-committee of the Club;
- (l) apply for a volunteer position with the Club;
- (m) where the Club is required to do so by law (for education, child protection, work health and safety laws, charitable collections, medical treatment or other legislation in Australia).

Providing information

Depending on the circumstances, some types of information will be required and others might be optional. If you do not provide some or all of the information requested, this may affect the Club's ability to communicate with you or provide the requested products or services.

By not providing requested information, you may jeopardise your ability to participate in programs or events or otherwise interact with the Club.

Information storage and protection

The Club stores information in different ways, including in paper and electronic form.

The information collected from and about members is added to the Club's membership database. When your information is entered into the Club's membership database, the information may be combined or linked with other information held about you.

Information obtained from non-members in relation to Club activities and events may be added to the Club's general database. This information may be combined or linked with other information held about you.

How does the Club use and disclose personal information?

Use

The Club, and third parties to whom we may disclose personal information in accordance with these Privacy Guidelines, may use your personal information to:

- (a) verify your identity;
- (b) verify your membership status;
- (c) provide related services to you as a member;
- (d) provide member benefits to you;
- (e) research, develop, run, administer and market programs, activities, ticketing opportunities, competitions and other events relating to the Club's activities;
- (f) research, develop and market products, services, merchandise and special offers made available by us and third parties
- (g) respond to emergency situations involving or

Privacy Guidelines (continued)

- requiring medical treatment;
- (h) administer, manage and provide you with access to the Club's websites;
- (i) keep you informed of news and information relating to various Club events, activities and opportunities via various media.

Disclosure

The Club may disclose your personal information to a range of organisations which include, but are not limited to:

- (a) other organisations involved in organising club events and activities (for example, the Club may be required to provide information to another club organising a motorsport event);
- (b) companies we engage to carry out functions and activities on the Club's behalf;
- (c) our professional advisers, including our accountants, auditors and lawyers;
- (d) our insurers;
- (e) the Consumer Affairs Victoria;
- (f) relevant sporting bodies, such as the Confederation of Australian Motor Sport (CAMS); and
- (g) other parties as circumstances are permitted by law (see "Other Disclosures" below).

In some circumstances, personal information may also be disclosed outside of Australia - for example the Club's membership database may be kept on servers located outside Australia. In such circumstances, the Club will use its best endeavours to ensure such parties are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are suitably similar to the Australian Privacy Principles.

Other disclosures

In addition, the Club may also disclose personal information:

- (a) with your express or implied consent;
- (b) when required or authorised by law;
- (c) to an enforcement body when reasonably necessary; or
- (d) to lessen or prevent a threat to an individual or public health or safety.

The Club's websites

When users visit the Club's websites, our systems may record certain information about their use of the sites, including the web pages visited and the time and date of their visit. The Club uses this information to help analyse and improve the performance of the Club's websites. In addition, we may use "cookies" on the Club's websites. Cookies are small text files that help a website to remember the preferences of users to improve the experience of using that website. In some cases, the cookies that we use may collect some personal information. The Club will treat this information in the same way as other personal information is collected. You are free to disable cookies on your internet browser to prevent this information being collected; however, you will lose the benefit of the enhanced website experience that the use of cookies may offer.

Websites linked from the Club's websites are not subject to the Club's privacy guidelines.

In the course of the Club's normal activities, members may be

required to provide information to external parties (eg, other car clubs or another MX-5 Club). Where this information is provided by the member directly to that external party, then this disclosure is not subject to the provisions of these privacy guidelines. Members are encouraged to make themselves familiar with the privacy guidelines and/or policies of the external party to which they are disclosing the information. For example, information provided to another car club for entry into a Motorsport event run by that club, would not be covered by these privacy guidelines.

Accessing and seeking correction of information held by the Club

The Club will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. However, the Club relies on the accuracy of personal information you provide to it, both directly and indirectly.

The Club encourages all users to regularly review and update their personal information on their membership record. If you require further access to membership record and other personal information that is held about you, you are required to put your request in writing to the Club's Membership Officer. The Club will respond to your request for access within 14 days and endeavour to provide the requested information within 30 days. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately so that it is corrected.

Resolving privacy issues and complaints

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made to the Club Secretary at the following address:

Club Secretary
Mazda MX-5 Club of Victoria and Tasmania Inc.
PO Box 8173
Croydon Vic 3136
Email: secretary@mx5vic.org.au

The Club will respond to your complaint within 30 days and try to resolve it within 90 days. If the Club is unable to resolve your complaint within this time, or you are unhappy with the outcome, you can contact the Office of Australian Information Commissioner via its enquiries line 1300 363 992 or website <http://www.oaic.gov.au/> to lodge a complaint.

For further information on the Club's management of personal information, please contact the Club.

The Club may amend these Privacy Guidelines from time to time.