

## **Proposed Privacy Policy.**

If you wish to be part of the group that modifies this document please come along to meetings.

# **High Range Club of SA Inc Privacy Policy**

We value your privacy and at High Range Club of SA Inc. we understand the importance of maintaining privacy and confidentiality. We adhere to the **Privacy Act 1988**, as amended by the **Privacy Amendment (Private Sector) Act 2000** and have a firm commitment to protecting your privacy.

### **Collection of your personal data**

Generally we collect personal information directly from you, by phone, membership form or via our web site. The nature of the personal information collected and maintained by us generally comprises information such as your name, address, and contact details (telephone, email address). The server of our website collects statistical data consistent with most other web hosting plans.

### **Use and disclosure of your personal information**

Your personal information is collected for the purposes of establishing and maintaining our data records and to service our relationship with you. We may use your personal information to facilitate these purposes and related purposes such as:

- Internal administration;
- and to assist us to identify and inform you of activities conducted by us or other members that may be of interest to you.

### **Our duty of confidentiality, Your Consent**

We will use reasonable endeavours to prevent the disclosure of your personal information except in the extent:

- Indicated by you at the time you supplied the information to us
- Expressly permitted under an agreement with you
- Required for performance by us of our activities for you
- Required under compulsory law or provided in cooperation with any government authority or
- Where it is already publicly available or it is disclosed by us in a manner that does not readily permit identification of information relating to you.

### **Access to and security of your personal information**

We undertake not to sell, rent or trade your personal information to any individual or entity. You may view the personal information we keep about you (with suitable ID) by arrangement with the committee. Your personal information may be shared at meetings on the induction board, among other four wheel drive clubs and four wheel drive associations or entities that we are associated

with unless you tell us otherwise in writing. However, The High Range Club of SA Inc. information such as meeting times, places, club member contact details will be displayed on information flyers and promotional websites. We aim to keep this information up to date subject to you providing updated information to the secretary or other committee member of the High Range Club of SA Inc.

**Quality of your personal information**

We will use reasonable endeavours to ensure that information held is accurate and update our records at the earliest opportunity following notification of any errors or changes.

*High Range Club of SA Inc.  
Tuesday, 19 September 2006*