

1. Introduction

- 1.1 Sunshine Coast Riding for the Disabled (RDA) Inc. "SCRDA" is committed to protecting your privacy.
- 1.2 In any case where this policy, either in intent or wording, is at variance with current Australian legislative or regulatory requirements, those requirements will prevail.
- 1.3 This policy does not affect a member's rights under current Australian legislation.
- 1.4 For the purpose of this policy, images of members are regarded as Personal Identifiable Information. This privacy policy should be read in conjunction with the SCRDA Images policy.

2. Scope

- 2.1 This policy applies to members, clients, volunteers, and employees (collectively referred to as "members" in this policy).

3. Policy

3.1 Collection of Personal Identifiable Information.

- 3.1.1 SCRDA collects a minimum of Personal Identifiable Information from members, such as their name, contact details and date of birth.
- 3.1.2 SCRDA also collects medical information from members. This information usually concerns emergency contacts and health care details.
- 3.1.3 SCRDA may also capture images of members primarily for use in communications and promotional material.

3.2 Use of Personal Identifiable Information

- 3.2.1 The primary purpose for the collection of Personal Identifiable Information is to enable SCRDA to perform its functions and activities and to keep our members informed about matters relevant to them as members. An accurate record of our members is essential for this purpose.
- 3.2.2 *In the following statement about medical information, "member" also means parent or guardian or accompanying carer.*
- 3.2.3 Medical information obtained by SCRDA is maintained solely for the purpose of ensuring a member's safety and their suitability for and engagement in SCRDA programs.
- 3.2.4 Member's medical information will at all times remain protected and will be released only to emergency services medical staff should the member need emergency medical attention whilst on SCRDA premises.
- 3.2.5 A member has the right to refuse consent for the use of the collected medical information. A member also has the right to refuse to supply the information. If a member refuses to provide the requested medical information or not consent to the use of that information in the case of injury or other medical emergency, then SCRDA will not assume any liability for any resulting action or disability that the member may suffer as a result of his or her refusal.

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3.3 Access to Personal Identifiable Information

- 3.3.1 SCRDA will use its best endeavours to ensure that the information it obtains is accurate, complete and current. A member may access or change or require the deletion of information that SCRDA has collected by placing a request in writing and sending the request to:

The Secretary
Sunshine Coast Riding for the Disabled
PO Box 517
EUMUNDI QLD 4562

Or a request in writing delivered by hand to any member of the Management Committee at:

2 Monak Rd
NORTH ARM QLD 4561

Please allow 14 days for your request to be processed.

3.4 Security of Personal Identifiable Information

- 3.4.1 SCRDA will not knowingly disclose members' Personal Identifiable Information to any third party for any purpose other than for the performance of its functions and activities, except where directed under current Australian legislation by a relevant authority.
- 3.4.2 SCRDA will endeavour to take all reasonable steps to keep secure any information held about a member. SCRDA has security measures in place to protect the loss, misuse and alteration of the information under its control.
- 3.4.3 As an almost exclusively volunteer staffed and run association, SCRDA recognises that members frequently use their personal computers and other devices in helping and supporting us and in conducting SCRDA business; and in doing so may obtain certain Personal Identifiable Information from each other. Such information is therefore not under SCRDA control, and SCRDA will not assume any responsibility for the consequences of any loss or misuse of that information.
- 3.4.4 Should a member find that the use of a computer or other device is necessary for them to conduct SCRDA business and be unwilling to use their own personal equipment then SCRDA will endeavour to give the member access to such equipment as it deems appropriate for conducting that business and apply appropriate security measures to that member's access to Personal Identifiable Information.

3.5 Complaint

- 3.5.1 If a member considers that his or her privacy has been breached, a complaint may be made to the Secretary at the above address. If the complainant considers that the issue has not been resolved within an appropriate time frame, recourse may be made to the Federal Privacy Commissioner.
- 3.5.2 Further information on your rights & full details of the National Privacy Principles can be found at www.privacy.gov.au

4. Procedure

- 4.1 Personal Identifiable information will only be recorded and managed in accordance with approved SCRDA forms and data systems.

5. Responsibilities

- 5.1 Table 1 - Responsibilities

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Position	Responsibilities
All (financial) SCRDA Members	<ul style="list-style-type: none"> Ensure compliance with this Policy;
Management Committee Members	<ul style="list-style-type: none"> Ensure and oversee appropriate security measures Change security measures to reflect changes in member roles and information access requirements Review this policy annually

6. Related Documents

- 6.1 SCRDA Images PolicyList all documents related to the Policy and Procedure including regulatory requirements if applicable.

If the policy is an online document links should be provided.

Include instructions for records management, i.e. any working documents to be destroyed, what records / forms are to be filed and where.

Some records may have a retentions / disposal date.

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