



Namadgi Sports Flyers Club Incorporated

Privacy Policy

Definitions and Abbreviations

NSFC - Namadgi Sports Flyers Club Incorporated (also referred to as “we”, “us” and “the club”)

MAAA - Model Aeronautical Association of Australia

ACT - Australian Capital Territory

ACTAA - ACT Aeromodellers Association

APPs - Australian Privacy Principles

Introduction

Namadgi Sports Flyers Club Incorporated is committed to providing quality services to members of the club and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the APPs contained in the Privacy Act 1988. The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the APPs may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers and forum posts.

This Personal Information is obtained in many ways including **membership applications and renewals, forum posts and comments, by email and via our website** when you add information to your profile form, **from cookies** and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to the governing bodies of our sport (such as the MAAA and the ACTAA) and for marketing events we, as a club, may organise from time to time. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or

disclosure. You may unsubscribe from our mailing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be collected and used by us: • only where required by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

to national, territory or state bodies or which NSFC are a member (such as the MAAA and the ACTAA) where they require the information in order to provide NSFC and or its members with services such as insurance;

to third parties where they provide services which are integral to the operation of the club and/or its websites;

to third parties where you consent to the use or disclosure; and where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 5 years or as required by law.

Access to your Personal Information

You may access the Personal Information we hold about you to view, update and/or correct it, subject to certain exceptions. You may access your personal information through the club website or through the link on the club for the MAAA.

Namadgi Sports Flyers Club Incorporated will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please correct it through the links provided on the club website or advise us in writing as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Third Party Privacy Policies (at 31/10/2019)

MailPoet: <https://www.mailpoet.com/privacy-notice/>

Google: <https://policies.google.com/privacy?hl=en>

ACTAA: Privacy policy is yet to be published.

MAAA: Privacy policy is yet to be published.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

Namadgi Sports Flyers Club Incorporated

134 Clift Crescent

Richardson ACT 2905

Australia

Email: contact@namadgisfc.org.au

Website: <https://namadgisfc.org.au>