



EQUESTRIAN QUEENSLAND

PRIVACY POLICY

Policy Area: Governance

Policy Number: EQ 0001

Effective Date: 15 October, 2002
Revised 21 February 2016
Adopted 29 February 2016

INTRODUCTION

Equestrian Queensland (EQ) is committed to providing you with the highest levels of member service. This includes protecting your privacy. We respect your right as a member of Equestrian Queensland to be aware of who has information about you, what they are doing with it and why, and who else they are sharing it with. Equestrian Queensland has adopted a privacy-compliance culture that cements this relationship with you. Its foundation is the private sector privacy laws that have been introduced as an amendment to the Privacy Act 1988.

Collection

Equestrian Queensland collects a minimum of personal information from a prospective member, such as their name, equestrian interests, contact details and date of birth.

Equestrian Queensland also collects medical information from individuals seeking selection as a representative individual of the State Branch. This information usually concerns emergency contacts and health care details.

Use and Disclosure of Your Information

The primary purpose for the collection of personal information is to enable Equestrian Queensland to perform its functions and activities and to keep our members informed of issues relating to the sport and associated events. An accurate record of its members is essential for this purpose.

Medical information obtained by Equestrian Queensland is maintained solely by the CEO for the purpose of ensuring an individual's safety if injured in competition while representing Equestrian Queensland.

Individuals' medical information will at all times remain protected and will be released only to designated medical practitioners if the individual is injured in competition while representing the Equestrian Queensland.

An individual has the right to refuse consent for the use of the collected medical information. An individual also has the right to refuse to supply the information. If an individual 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 Equestrian Queensland will not assume any liability for any resulting action or disability that the individual may suffer as a result of his or her refusal.

Access to Personal Information

Equestrian Queensland will use its best endeavours to ensure that the information it obtains is accurate, complete and current. An individual may access or change information that the office of Equestrian Queensland has collected by placing a request in writing and sending the request to the:

CEO
Equestrian Queensland
PO Box 1358
COORPAROO DC QLD 4151

Please allow 14 days for your request to be processed.

Data Security

Equestrian Queensland will endeavour to take all reasonable steps to keep secure any information held about an individual. Equestrian Queensland has security measures in place to protect the loss, misuse and alteration of the information under its control.

Complaint

If an individual considers that his or her privacy has been breached, a complaint may be made to the CEO at the above address. If the aggrieved person considers that the issue has not been resolved within an appropriate time frame, recourse may be made to the Federal Privacy Commissioner.

Further information on your rights & full details of the National Privacy Principles can be found at www.privacy.gov.au