



PAKENHAM RACING CLUB VENUE PRIVACY POLICY



PAKENHAM RACING CLUB INC

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Pakenham Racing Club (the “Club”) Venue Privacy Policy

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1.0 Privacy Policy Overview

- 1.1 We respect your personal information, and this Privacy Policy (the “**Policy**”) explains how we handle it.
- 1.2 The Policy is consistent with the *Privacy Act 1988* (Cth), the *Australian Privacy Principles* effective from 12 March 2014 and other federal and state legislation with which we are required to comply.
- 1.3 We have adopted this Privacy Policy to ensure that we collect and manage private information about individuals in a responsible and sensitive manner.
- 1.4 This Privacy Policy coexists with the Racing Victoria Limited (RVL) and Country Racing Victoria Ltd (CRV) Privacy Policies that can be accessed via the Club’s website (www.pakenhamracing.com.au).
- 1.5 More information about the way we manage personal information about members, customers and staff can be obtained by contacting our Privacy Officer as listed at Section 10 below.

2.0 Respecting your privacy

- 2.1 Certain information about you is required, by law, to be collected and retained. Where this information is collected and retained, it will be done in a discreet and confidential manner and consistent with the legislation and principles listed in **1** above.

3.0 Types of personal information collected

- 3.1 We collect, retain and use personal information about our members and customers to satisfy regulatory requirements and for certain marketing purposes.
- 3.2 The information we collect and retain may include:
 - 3.2.1 Name and/or aliases;
 - 3.2.2 Residential address;
 - 3.2.3 Date of Birth;
 - 3.2.4 Gender
 - 3.2.5 Telephone number;

- 3.2.6 Email address;
- 3.2.7 Australian Business Number (where applicable);
- 3.2.8 Source of funds (where applicable);
- 3.2.9 Country of citizenship or residence (where applicable); and
- 3.2.10 Occupation (where applicable).

4.0 How personal information is collected

- 4.1** We may collect personal information about you in a number of ways, including:
 - 4.1.1** Asking for all or part of the information to be provided by you to us verbally;
 - 4.1.2** Asking for all or part of the information to be provided to us in writing or electronically when you create a membership account;
 - 4.1.3** Requesting that you provide to us documentary evidence of your identity, that may be by way of (including, but not be limited to):
 - 4.1.3.1** Current Driver's Licence;
 - 4.1.3.2** Current Passport;
 - 4.1.3.3** Proof of Age Card;
 - 4.1.3.4** National ID Card;
 - 4.1.3.5** Pension or other Government Entitlement Card;
 - 4.1.3.6** Australian Taxation Office Notice;
 - 4.1.3.7** Australian Local Government Notice;
 - 4.1.3.8** Australian Utilities Provider Notice.
- 4.2** Where the information is obtained by you producing documentary evidence of identity, we may photocopy and retain the documentary evidence in accordance with the Act, the Australia Privacy Principles and **Section 5** below.
- 4.3** Unless you reach a prior agreement with us to the contrary, any photographic film, tape or other image taken of you whilst at our venue by or on behalf of us, may be used to promote our venue and related events.
- 4.4** Notwithstanding 4.3 above, we will make all reasonable efforts to contact you prior to the use of such material for the purposes of promotion of the organisation.

5.0 How personal information may be used

- 5.1** Personal information that we collect may be used as follows:
 - 5.1.1** For direct marketing purposes (where you have elected to receive direct marketing information from us);
 - 5.1.2** Internal organizational (only) analysis of membership and/or customer statistical data; and
 - 5.1.3** To satisfy legislative and/or regulatory obligations imposed on the Club.

6.0 Accessing websites associated with Pakenham Racing Club

- 6.1** Although you are not required to disclose your identity to Pakenham Racing Club in order to visit any of the websites listed in this policy, our internet servers may automatically record

details about any computer used to access the websites (such as the IP address, domain name, browser type, date and time of access, and details of the information downloaded). This information is used only for internal statistical purposes and to improve the listed websites.

7.0 Disclosure by law

7.1 Personal information held by us will not be provided to any other person or organisation for any purpose, nor used for any other purpose than those described above and related purposes except in circumstances where an individual has consented to the use and disclosure, or the use and disclosure is authorized or required by law, regulation or relates to the organization's supervisory functions.

8.0 Your access to your personal information

8.1 A person can access his or her own information held by us (so far as permitted by law) by contacting our Privacy Officer.

8.2 If the information held by us is inaccurate, incomplete or not current, a person may request that we correct the information.

8.3 There may be circumstances where we are entitled to deny a person access to the information we hold. These circumstances may include:

8.3.1 Where the information is confidential;

8.3.2 Where the information is commercially sensitive;

8.3.3 Where the privacy of others may be breached if the information was accessed; or

8.3.4 Where denial of access is required or authorized by law.

8.4 Our Privacy Officer will advise if any of the above circumstances apply.

9.0 Resolution of privacy concerns

9.1 If a person has a concern about a possible interference with privacy or non-compliance with our Privacy Policy, the person should contact our Privacy Officer. If the person's concerns are not resolved to the satisfaction of the person, the matter can be referred to the Office of the Australian Information Commissioner by telephone on 1300 363 992 or via email at enquiries@oaic.gov.au

10.0 Privacy Officer contact information

Name: Nicole Pendlebury

Postal Address: PO Box 141, Pakenham VIC 3810

Telephone: 03) 5940 6655

Email: npendlebury@pakenhamracing.com.au