

SYDNEY OLYMPIC PARK ARCHERS' PRIVACY POLICY

Privacy is very important to people. SOPA has adopted this Privacy Policy as we recognise the right of our members and participants to keep their personal information private. This Privacy Policy covers SOPA's treatment of personally identifiable information that we collect or hold. Like many other organisations, SOPA must comply with the National Privacy Principles contained in the Privacy Act when dealing with personal information.

INFORMATION WE COLLECT FROM YOU:

What kind of information do we collect and hold?

SOPA will collect general information about members and event participants such as their name, address, contact details.

The information we collect from you when you register for our events by complete membership application or renewal forms, events or contact us with any other request, query or complaint may include:

- your name, gender, postal address, email address, telephone number(s);
- your country of residence, your age or date of birth;
- credit card or other payment details e.g. Bank account details where supplied
- your identification details such as those in your driver's licence or passport;
- the information you provide us when preparing a membership application along with the content of any declarations made in connection with that application;
- any information you provide us about special requirements (such as access needs, disability or dietary requirements); and
- any information you provide to us in enquiries.

HOW WE USE YOUR INFORMATION

SOPA will use the personal information collected for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use their personal information for any other purpose without first seeking their consent, unless authorised or required by law. Generally, we will only use and disclose their personal information as follows:

- to establish and maintain the membership to SOPA;
- to provide the products, services or information members and event participants have requested from SOPA;
- to answer inquiry;
- to register them for events
- in accordance with SOPA's Constitution;
- for direct marketing of products or services and to keep them informed of new developments we believe may be of interest to them.

SECURITY

SOPA will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date.

CHANGES TO THIS PRIVACY POLICY

SOPA may amend this Privacy Policy from time to time by posting the amended version on our website at <https://sopa-archery.org.au/> We suggest that you visit our website regularly to keep up to date with any changes.

COMPLAINTS HANDLING AND CONTACTING US

If you think SOPA has interfered with your privacy you can make a complaint. You will need to address your complaint in writing with identification to the President at president@sopa-archery.org.au

The President will investigate your complaint and will endeavour to respond by written reply within 30 days of receipt of your complaint letter.