



Pioneer Archers Inc.

Title:	Policy & Procedures Manual		
Subject:	Privacy Policy		
Responsibility:	Committee of Management		
Author:	Secretary		
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Privacy Policy

Policy and Procedures Manual - 408

Pioneer Archers regard privacy and confidentiality as important principles of its business.

408. **Privacy Policy**

1. Pioneer Archers Inc. receive personal information from or about members in the form of a membership forms, applications, registrations or personal profiles direct from the member of the club.
2. Pioneer Archers Inc. makes the following disclosure in accordance with the *Privacy Act 1988* (Cth) (as amended):
 - (a) Your personal information has been collected by-
 - (i) Pioneer Archers Inc.
PO Box 2152
Seville Grove WA 6112.
 - (ii) You can contact us by email at – secretary@pioneerarchers.com or by mail to obtain access to details we have on file.
3. Members have a right, upon request, to inspect and make a copy of the register of members under section 27 of the *Associations Incorporation Act 1987* (WA). If a member wishes to view the register they should write to Pioneer Archers Inc. at the address list above.
4. Normally, we collect personal information for the following purposes, namely, to:
 - (a) Compile a database of members name, contact details, gender, date of birth etc. to be used for mailing lists and gathering information for general information of the Club and Committee.
 - (b) To complete insurance documents.
 - (c) Compile statistics in a general format that can be provided to government departments, affiliates and sponsors relating to participation numbers and equipment usage.
 - (d) Personal information shall be maintained by the Pioneer Archers Inc. secretary and shall only be provided to a Pioneer Archers Inc. official that can provide a justifiable and legitimate reason for obtaining such information and such information is relative to then achieving their position outcomes.
 - (e) All information shall be kept private and will not be publicly available except for general information that does not relate or identify individuals.
5. Pioneer Archers Inc. regards privacy and confidentiality as important principles of its business. If you have any questions or concerns concerning privacy please contact secretary.

Notes

This is a compilation table of Policy 408 and includes the amendments made to the document by the Committee of Management. This table does not form part of the document.

Compilation table

Date	Version	Clauses Amended	Details and Comments
20/02/2012	1.0	All	New Policy