

P7 PRIVACY POLICY

Scheduled Reviewed Triennially or as required

Date of Board Approval

2 December 2014

Last Board Review: 11 November 2019

Overview

The protection of personal information is important to Karting Australia (**KA**). KA is committed to respecting your right to privacy and the security of personal information. KA is also committed to complying with the Australian Privacy Principles set out in the *Privacy Act 1998 (Cth)* (and state and territory equivalents).

KA has developed this policy in its role as the controlling body for karting in Australia. This policy applies to all personal information in conjunction with KA, and also to various karting organisations across Australia to the extent that they do not have their own privacy policy.

This policy sets out how an Australian Karting Organisation (**AKO**) may collect, hold or use personal information. By providing personal information to an AKO, you consent to its use, storage and disclosure in accordance with this policy.

Definitions

For the purposes of this policy, an AKO is defined as:

- Karting Australia;
- A Member State (or Territory) of KA;
- Affiliated Clubs, being those karting clubs, which are a member of, a Member State (or Territory) of KA.

What Personal Information May Be Collected

AKOs may from time to time collect information from you in relation to AKO activities. This information may include but not be limited to personal information such as your:

- name;
- contact details such as you address, phone number, email address;
- gender, age and financial and marital status;
- karting experience and qualifications;
- vehicle details;
- club affiliations;
- medical condition and history;
- manner and method of use of AKO services (and details about where you accessed those services);
- history of offences and other acts which may be prejudicial to the interests of karting; and
- other information specifically provided by you to AKO or which is relevant to you participating in karting.

How Personal Information is Collected

AKOs will not collect personal information unless the information is reasonably necessary for, or directly related to, one or more of AKOs functions or activities. AKOs will also only collect personal information by lawful and fair means and not in an unreasonably intrusive way.

AKOs may directly collect your personal data through various means, including but not limited to the following:

- as part of your application for a licence, visa, permit or other permission required in relation to a AKO related activity;
- As part of your application to join an Affiliated Club;
- as a result of you participating in an AKO or a karting activity;
- when you contact, or are contacted by, an AKO by any medium (including but not limited to electronic, tangible and personal means);

- where provided or made available by third parties (including but not limited to recruiters, timing recorders, government entities, track operators, event managers, promoters and organisers);
- from AKO-related entities, contractors, agents and employees;
- from family members and other people involved in AKO-affiliated events;
- searches for information which is publicly available; and
- from your use of any of AKO services (including KA's web-based services and services provided by others on behalf of KA.)

Indirect Collection of Personal Information

In addition, AKOs may also collect personal data indirectly about you through your use of AKO's services and from other third parties. Such means may include but are not limited to:

- placement of cookies and other electronic markers or files on your computer; and
- monitoring of your usage of AKO services (including its web-based services).

Use and Disclosure of Personal Information

The primary purpose for which AKOs collect information about you is to enable AKO to perform their activities and functions and to provide the best possible quality of service to you.

To this extent, AKO collects, holds, uses and discloses your personal information for purposes which may include but are not limited to the following:

- to provide products and services to you;
- to provide you with news, information or advice about AKO activities, products and services;
- to communicate with you including by email, mail or telephone;
- to manage and enhance AKO activities, products and services;
- to provide you with access to AKO services;
- to conduct competitions or promotions on behalf of AKO and selected third parties;
- to enable corporate partners and sponsors of AKO, to market and promote their products and services to you;
- to improve KA's online CMS system;
- to provide, and to assist KA with providing products and services to you, to manage and account for the products and services, and to improve the products and services;
- to manage AKO relationship(s) with you;
- to provide you with information about events, products and/or services that may interest you;
- to facilitate the internal business operations of AKO;
- to verify your identity;
- to conduct business processing functions for operation of our websites or our business;
- for AKO administrative, marketing (including direct marketing), promotional, planning, product/service development, quality control and research purposes, or those of AKO contractors or external service providers;
- to investigate any complaints about or made by you, or if AKO has reason to suspect that you are in breach of any of KA rules, policies, procedures, KA terms and conditions or that you are or have been otherwise engaged in any unlawful activity; and
- as required or permitted by any law (including the Privacy Act).

AKO may disclose your personal information to third parties as permitted by law. Such third parties may include but not be limited to the following:

- AKO service providers, agents, employees and contractors;
- AKO advisors, committees, commissions, tribunals, auditors, insurers, sponsors and re-insurers;
- persons involved or interested in AKO-affiliated activities;
- government and law enforcement agencies and regulators; and
- investigators and assessors.

AKO may also disclose personal information where it is otherwise permitted to do so by law.

Non-Disclosure of Information

You can always decide to not provide some or any personal information requested by AKO. If you decline to provide any personal information requested:

- AKO may not be able to provide you with the product or service you have requested (such as memberships, licences or permits);
- you may not be able to access in part or in full the products and services which AKO provides (such as access to KA electronic and web-based systems);
- KA may cancel your membership, permit or licence or prevent you from participating in a KA-affiliated event; and
- AKO may not be able to provide you with information about products and services that you may want, including information about discounts sales or special promotions.

Data Security

AKO will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure. AKO will also take reasonable steps to destroy or permanently de-identify personal information that it no longer requires.

If you suspect any misuse or loss of, or unauthorised access to, your personal information, please let KA know immediately.

Marketing

AKO may send you marketing communications and information about AKO activities, products and services that AKO consider may be of interest to you. These communications may be sent in various forms, including mail, SMS or email, in accordance with applicable laws. If you indicate a preference for a method of communication, AKO will endeavour to use that method whenever practical to do so.

AKO will endeavour to provide you with an option to opt out of receiving further marketing and promotional materials from AKO where you disclose personal information to AKO. In addition, you may at any time contact KA to request that any further promotional or marketing information is not sent directly to you.

Please contact KA if you receive communications from AKO that you believe have been sent to you other than in accordance with this policy, or in breach of any law.

Access and Correction

You may request access to any personal information AKO holds about you at any time by contacting AKO (details below). Where AKO holds information that you are entitled to access, AKO will try to provide you with suitable means of accessing it (for example, by mailing or emailing it to you).

AKO will not charge for simply making a request and will not charge for making any corrections to your personal information or for any reasonable costs incurred by AKO in delivering that information to you in Australia. AKO may charge you for compiling, copying and providing to you any information you request where AKO considers that the time and cost involved is unreasonable or excessive.

If you make an access request, AKO may ask you to verify your identity. There may be instances where AKO cannot grant you access to the personal information held by AKO. AKO will notify you in writing of the reason for not giving you that information.

If you believe that personal information AKO holds about you is incorrect, incomplete or inaccurate, then you may request AKO to amend it. AKO will consider if the information requires amendment. If AKO does not agree that there are grounds for amendment, then AKO will add a note to the personal information stating that you disagree with it. AKO requests that you keep your information as current as possible so that AKO may continue to improve our service to you.

Disclosure of Personal Information Outside of Australia

KA deals with others in countries outside of Australia. KA may disclose personal information to others located overseas for some of the purposes listed in this policy. KA take reasonable steps to ensure that the overseas recipients of your personal information do not breach the privacy obligations relating to your personal information.

KA may disclose your personal information to others located outside of Australia. Some of those entities include the following:

- (a) the FIA in France and other sporting organisations worldwide (predominantly in western countries and Asia but may include other countries in which karting related activities may be conducted);
- (b) service providers engaged by KA in relation to KA' activities; and
- (c) entities which engage KA to provide services.

Complaints, further Information and Future Changes

Any complaints in relation to the collection, use, disclosure, quality, security and access of your personal information or a breach of this policy, the Privacy Act or the Australian Privacy Principles by AKO may be made to KA Privacy Officer, or such other person delegated by the CEO who may be contacted as follows:

Privacy Officer Karting Australia
admin@karting.net.au

KA takes all privacy complaints seriously and will investigate your complaint in a confidential manner and you will be informed of the outcome of the investigation within a reasonable period of time.

KA may amend this Privacy Policy from time to time. We will notify you of any amendments by posting an updated version of this Privacy Policy on our website (www.karting.net.au).