



VARMS Privacy Policy

As at 1/11/2021

VARMS is committed to privacy and this policy outlines our ongoing obligations to members and others in respect of how we manage Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information VARMS collects include: names, addresses, email addresses, dates of birth, phone and facsimile numbers.

This Personal Information is obtained in several ways including membership renewals, club correspondence and records of participation in club activities such as competitions. We don't guarantee website links or policies of third parties.

We collect your Personal Information for the primary purpose of managing and administering club affairs and activities.

When we collect Personal Information, we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information. However, none of this sensitive information is collected by VARMS.

The only exception at the time of writing may be information relating to COVID-19 such as vaccination status.

Use of Information

Any and all information will be used by VARMS only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

VARMS will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties eg MAAA or VMAA. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties, eg MAAA or VMAA, where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it. If you wish to access your Personal Information, please contact VARMS in writing.

VARMS will not charge any fee for your access request.

In order to protect your Personal Information VARMS may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to VARMS that your Personal Information is up to date. VARMS will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records.

Policy Updates

This Policy may change from time to time and is available on the VARMS website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact the VARMS President or the VARMS Secretary.

Contact details can be found on the VARMS website or in Aspectivity.