

## **Data Privacy Notice (June 2018)**

### **Introduction**

Australian Time Trials Association Inc (ATTA) is committed to the protection of personal information about people with whom it interacts: members and riders (individuals registering for events) in accordance with the Australian Privacy Principles outlined under the Privacy Act 1988 (Cwlth).

This document provides you with information about how we are handling, or are intending to handle your personal information.

### **Collection of Personal Information**

ATTA may collect and/or create or otherwise obtain and process the following data about you:

- Information about you that you provide by filling in forms while registering for events, offering your assistance or applying for or renewing membership.
- We may also ask you for information when you report a problem or make a complaint and, if you contact us, we may keep a record of that correspondence.
- Information about emails and other communications we have sent to you and your interaction with them.
- Information from your social media accounts *but only where you have given us permission to use it*. For example, posts, pictures and video footage you share on sites such as Facebook and Twitter.

### **Uses made of your information and the basis of processing**

ATTA will use your personal information to:

- Maintain a register of members as required under law
- to gather statistics about memberships.
- publish and maintain a comprehensive set of its results and rankings within the sport discipline of Cycling Time Trials.

The legal basis on which we collect and process the personal data described above depends on the personal information concerned and the specific context in which we collect it.

We will only use your personal information where we:

- Need to process your personal information for our legitimate interests.
- Have a legal obligation to collect personal information from you; or

- Need the personal information to protect your vital interests or those of another person.

### **Information security**

ATTA will take all steps reasonably necessary including policies and implementation of procedures and security features to ensure that your data is treated securely and protected from unauthorised and unlawful access and/or use, and in accordance with this notice.

Unfortunately, the transmission of information via the internet is not completely secure and, although we will do our best to protect any personal data transmitted to us via the internet, we cannot guarantee the security of your data transmitted to our website from your device. Any transmission is at your own risk.

Where payments are being collected on our behalf by a third party, we require our payment provider to be compliant with the Payment Card Industry's Data Security standards.

### **Data retention period**

We will hold information about you on the website only for as long as we need it for the purpose for which we collected it, which is as follows:

- Any data relating to maintaining a comprehensive, published database of results will be retained. This would not include more than name and race category alongside details of the event in which an individual took part;
- Membership information is not retained on this website;
- Race entry information is regularly purged from the website.

### **Communications**

ATTA may use personally identifiable information for essential communications, such as emails or text messages to convey information to members as required under the Associations Act WA (2015) or race information to riders registered for events as agreed to in the registration process.

ATTA does not disclose any information to third parties except as below:

#### **Legal**

ATTA reserves the right to disclose your personally identifiable information when the club believes that disclosure is reasonably necessary to prevent a threat to the safety, health, welfare or life of an individual, to assist the investigation of unlawful activity and/or comply with a judicial proceeding, or legal process served on the ATTA Website.

#### **Links**

The terms and conditions set out in this privacy policy only cover the domain name of [atta.asn.au](http://atta.asn.au)

Links on the ATTA site to external entities are not covered within this policy.

### **IP addresses**

We may collect information about your computer, including, where available,

your IP address, operating system and browser type. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

The ATTA website does not use 'cookies'.

### **Changes to Privacy Policy**

Any changes we may make to our Privacy Notice in the future will be posted on this page and, where appropriate, notified to you by date-stamped communication.