



AOA PRIVACY POLICY

POLICY

1. Action Outdoors Association (AOA) is committed to the protection of personal and sensitive information that is provided to us from any source. AOA is governed by the Associations Incorporations Act 1987, it's own policies and procedures and the Commonwealth National Privacy Principles. This includes AOA's Privacy Protection Principles which have been designed to ensure that personal information is protected.
2. AOA stores personal information that has been provided by members. The purpose for collecting and storing this information is to process applications for membership. We also use this information to assist us in providing information to you about AOA activities, to determine our membership demographics, and to determine what skills and attributes you have declared that may be useful to the club. From time to time it may be necessary to disclose and share your personal and sensitive information with others, such as Trip Leaders, committee members, emergency services personnel and treating doctors if and when necessary. This is done strictly within the privacy guidelines.
4. In accordance with the current guidelines, your consent will not be sought when using your personal and sensitive information in the event of an emergency but when information is sought that is not health or safety related, we will specifically ask for your consent.
5. AOA will not use any member's information for any third party commercial marketing purpose.
6. As part of our policy, we wish to ensure that the information held by us remains accurate, complete and up-to-date. We ask that members provide us with changes to your circumstances and request that changes be advised either to the Membership Secretary or to any Committee member. Where we no longer have a need for personal or sensitive information that is held on file or electronic form, it will be securely stored for gazetted periods, usually in case of a renewal of membership at a later date. If you advise us that you do not wish us to store this information after ceasing membership, it will be destroyed.
7. You may have access to your personal information upon request to a Committee member, where it will be provided to you as soon as practicable.
8. If you believe that AOA has not acted in accordance with this Privacy Policy or the consent you have given us, you may lodge a complaint to the President in person by phone, fax, email or in writing. Your complaint will be treated confidentially and acted on quickly. Under normal circumstances, a response will be made to you within 24 hours. If you are not satisfied with the resolution, you may refer your complaint to the Federal Privacy Commissioner by telephone to 1300 363 992 or write to the Office of the Federal Privacy Commissioner.

Relevant Legislation

- ◆ Associations Incorporations Act 1987
- ◆ Privacy Act 1988
- ◆ Privacy Amendment (Private Sector) Act 2000