



## **INFORMATION PRIVACY POLICY**

### **1. Policy Statement**

Townsville Marksmen Rifle Club Inc (TMRC)) collects private information from persons who are affiliated within the club in the course of administering target shooting in Townsville. These persons are termed “individual members” for the purposes of this Information Privacy Policy.

TMRC intends to comply with the information privacy policies of the Commonwealth Privacy Act 1988 (as amended).

The protection of private information is important to TMRC and this policy aims to set a standard for the collection, storage, protection, use and distribution of private information about its individual members by TMRC.

### **2. Outcome**

All persons who are associated with TMRC will be made aware of their rights and responsibilities in relation to the private information about individual members held by TMRC.

### **3. Application**

TMRC Committee members, Officials and all club members.

### **4. Process**

#### **a) Data Collection**

TMRC will collect only such private information as is required in managing its activities.

The information collected may include, but is not limited to, an individual member's name, email address, gender, age range, years of membership, types of shooting, and grading or ranking, as applicable.

#### **b) Use and Disclosure**

TMRC will use individual member's information only for the purposes of managing, administering, developing and promoting the sport of target shooting.

This information will not be disclosed to any third party unless required by law.

**c) Access**

All individual members of TMRC will be entitled to have reasonable access to the record containing their private information.

**d) Accuracy and Alteration**

All reasonable steps will be taken to ensure that the private information held is accurate and up to date. Alterations will be made to the record of private information if requested by the individual concerned.

*Approved by the TMRC Committee on 14 July 2019*