

PRIVACY STATEMENT

While the Sporting Shooters Pistol Club ACT Inc (SSPC) is not bound or required to comply with the *Privacy Act 1988* or the Australian Privacy Principles prescribed by the Act (having an annual turnover of less than \$3 million), we do take care about how we handle your personal information.

This Privacy Policy sets out our information handling procedures and the rights and obligations that both you and we have in relation to your personal information. In the event of any inconsistency and when and if applicable, the legislative requirements will override the provisions of this document.

What kinds of personal information do we collect?

The kinds of personal information that we may collect and hold from time to time includes:

- information that identifies you – such as your full name and date of birth
- your contact information, including postal and residential addresses, telephone and facsimile numbers, and email address(es)
- details of other family members who are also members of our association and pay reduced fees (ie “family membership”)
- statements by police authorities about your criminal history (if any)
- character statements made by you and references from persons attesting to your suitability to hold a firearm licence
- citizenship or permanent residence status
- your firearms licence number, endorsements, date of expiry and issuing jurisdiction
- information on pistols that you own
- details of your membership of other approved shooting clubs, SSAA and/or one of its related State or Territory associations
- details relating to your participation in competitions arranged or managed by SSPC.

How do we collect and hold personal information?

We will only collect personal information where it is reasonably necessary to do so for the conduct of our association or required by law. Any collection of personal information by us will be fair and lawful and will not be intrusive.

We will collect personal information about you in the following ways:

- if you submit an SSPC membership application or SSPC membership renewal application
- if you seek SSPC support for a Permit to Acquire or other firearms transactions
- in reports provided by Discipline Coordinators, Instructors or Safety Officers on your participation in competitions arranged or managed by SSPC
- if you advise us (as required by law) of any change of address

If it is reasonable and practical to do so, we will collect personal information about you only from you. In the course of operating our association, however, we may collect personal information from internal third parties such as Discipline Coordinators, Safety Officers and Instructors within SSPC and external third parties such as firearms registries and other approved clubs of which you may have been or may now be a member.

If we collect personal information about you from an external third party we will, where appropriate, request that the third party inform you that we are holding such information, how

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we will use and disclose it, and that you may contact us to gain access to and correct and update the information.

When we collect personal information from you, we will take reasonable steps to notify you or ensure you are aware of:

- our identity and contact details
- that we have collected your personal information, and whether that collect is required or authorised by law
- the purposes of collection
- the consequences if personal information is not collected (such as if this will affect our ability to provide products or services to you)
- our usual disclosures of personal information of the kind collected
- information about this Privacy Policy
- whether we are likely to disclose personal information to overseas recipients, and if practicable, the relevant countries in which they are located.

Some of the above information is included in this Privacy Policy.

How do we hold personal information?

We may hold personal information as physical records or as records on our servers. This information may only be accessed by an officer of SSPC approved as having such access, and then only to the extent that it is required for their association duties.

We take active steps to hold all hard copy and electronic records of personal information in a secure manner to ensure that they are protected from misuse, interference and loss, and unauthorised access, modification or disclosure.

We have procedures in place to destroy or de-identify personal information once it is no longer needed for a valid purpose or required to be kept by law.

Purposes for which we collect, hold, use and disclose personal information

In general, SSPC ACT Inc. will collect, hold, use and disclose personal information for the purpose of enabling and supporting membership of our association, lawful participation in the sport of pistol target shooting, and to meet our obligations as an approved shooting club in the ACT and NSW.

Some of this information is collected because we are explicitly required to do so by legislation – such as the Associations Incorporation Act 1991 (membership details), the Firearms Acts of 1996 for ACT and NSW and associated regulations (identity, character, licence and pistol information).

By providing us with your personal information, you consent to us using and disclosing your personal information for the above purposes

Where you do not wish to provide us with your personal information, we may not be able to accept your application for, or continuation of, membership of SSPC ACT Inc.

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There are circumstances in which we are authorised or required to collect, use or disclose your personal information. For instance:

- Various laws require this, such as the Associations Incorporation Act 1991 (ACT) and the Firearms Acts of 1996 for ACT and NSW. The precise information to be provided will vary depending on the circumstances requiring disclosure of that information.
- SSPC ACT Inc is affiliated with other associations engaged or involved in shooting sports and may, as a term of such affiliation, be required to provide personal information on our members.
- We may also use or disclose personal information about you to avoid, lessen or prevent a serious emergency or crime. If we use or disclose personal information about you in those circumstances we will make a written record of such use or disclosure.

If we disclose information to a third party, we generally require that the third party protect your information to the same extent that we do.

How can you access your personal information?

You have a right to request access to your personal information and to request its correction if it is out of date or incorrect.

You may request access or correction at any time by sending a written request to our Privacy Officer via the contact details set out below.

You do not need to provide a reason for your request for access to your personal information. We may charge a small fee for providing access to your personal information if it requires a significant amount of time to locate or collect your information or to present it in an appropriate form. We will not charge you to correct your personal information that we hold in our records.

We will respond to all requests for access to or correction of personal information within a reasonable time.

Please note there may be circumstances in which we are not able to provide you with access to your information, such as where the requested access will have an unreasonable impact upon the privacy of others or where we are required by law to withhold the information. If we are unable to provide you with access to your information, or make the amendments, which you have requested, we will provide you with reasons for this decision.

Complaint procedures

If you believe that we may have failed to comply with this policy, you may direct your complaint to the Secretary of SPC. We take all complaints seriously, and will respond to your complaint within a reasonable period.

Cross Border Disclosures of Information

SSPC ACT Inc. may disclose personal information with Firearms Registries and approved shooting clubs in the ACT and NSW. SSPC will not disclose personal information to any category of overseas recipients.

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General

The nature of our association and shooting sports in general means that we are required or authorised by law to deal with individuals who have identified themselves. As such, we will not deal with you through the use of a pseudonym or other identity concealing mechanism.

This document reflects our Privacy Policy as at <date>. We may amend our Privacy Policy at any time by posting an updated Privacy Policy on our website. The date of this Privacy Policy will inform you as to whether there have been updates since your last visit.