



Form No:	IMS-P-006	Version No:	V20240206
Issued: 2011-12-11	Reviewed: 2024-02-06	Authorised By:	Director Communication & Marketing

PRIVACY POLICY STATEMENT

INTRODUCTION

The Australian Trail Horse Riders Association (ATHRA) is committed to the protection of personal information.

We observe the National Privacy Principles (NPP) as set out in the Privacy Act 1988 (Commonwealth). We take our members’ rights to privacy seriously.

This Privacy Policy Statement informs the community, particularly those whose personal information we hold, of our approach to collecting, using, disclosing and securing the personal information we hold. The NPP also permits you access to the information we hold about you in order to correct or update it.

COLLECTION

ATHRA collects personal information specific to and required for the identification of individuals and clubs registered as Members of ATHRA, and to communicate with those Members in the course of providing our services to you.

If you do not provide the personal information that ATHRA seeks, the services and opportunities available to you from ATHRA may be limited. ATHRA may collect personal information such as your name, date of birth, club membership category, horse riding experience, postal and email addresses, and other contact details.

The full details of the personal information ATHRA collects can be found in the questions that ATHRA asks you and your club and in the forms you complete during your involvement with ATHRA.

COLLECTION FROM THIRD PARTIES

In most instances, ATHRA may need to collect information about you from a third party such as your club. If ATHRA needs to collect personal information not mentioned in this statement, we will first endeavour to obtain your consent. If that is not possible, we will only obtain it from a third party if that is necessary for us to do our job or comply with laws or regulations. In any event, ATHRA will inform you and will use the information only in accordance with our Privacy Policy.



HOW WE USE AND DISCLOSE YOUR INFORMATION

Personal information collected by ATHRA is used in order to manage and administer the services it provides to you. This includes processing your member registration forms and any legal reporting requirements it may be required to fulfil.

Medical information obtained by ATHRA in the course of managing a claim on ATHRA's Insurance Policy will at all times remain protected and will be released only to authorised representatives of ATHRA's Insurance Broker and the Insurer underwriting the Policy.

ATHRA will only disclose your personal information to Government agencies as part of any regulatory or statutory obligations that may arise from time to time.

ATHRA will not provide your personal information to its Business Partners (as defined in ATHRA's Business Partners Policy IMS-P-005).

When you visit ATHRA's website, ATHRA may record anonymous information which tells us about visitors to our website but not the identity of those visitors. For example, we may collect information about the time, date and duration of visits and which pages on our website are most commonly accessed to help us gauge the usage of our website. We may use "cookies", which are data files that certain websites write to your computer's hard drive when you visit such sites. We make use of cookies to provide authentication to our site and to allow the tracking of the logged in status of a user.

Most web browsers automatically accept cookies, but you can usually change your browser settings to display a warning before accepting a cookie, or to refuse all cookies. However, if you choose to disable cookies then you may not be able to access some portions of our website.

HOW ATHRA MANAGES DATA QUALITY, COLLECTION AND SECURITY

ATHRA will take reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. If requested, ATHRA will take reasonable steps to let a person know generally what types of information we hold, for what purpose it is held, how we collect it, hold it and use and disclose the information.

ACCESS AND CORRECTION

You can request access to the personal information that ATHRA holds about you and you may ask ATHRA at any time to correct it where you believe it is incorrect or out of date. There will be no fee for accessing your personal information.

To access personal information that ATHRA holds about you, or to obtain more information about your rights or ATHRA's Privacy Policy, contact ATHRA through our website – www.athra.com.au.



POLICY REVIEW AND CHANGE

This Privacy Policy Statement may be amended from time to time if there are changes in the law or to best privacy protection practices.

The Policy shall be reviewed annually by the ATHRA Board of Directors and the review date and outcome recorded for future reference.

DOCUMENT UPDATE HISTORY

Policy first reviewed and approved: 20 July 2019