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## 1. Introduction

1.1 Archery Victoria is committed to protecting your privacy and personal information. We handle your data in accordance with the Australian Privacy Principles (APPs) set out in the federal *Privacy Act 1988* and, where applicable, the Victorian *Privacy and Data Protection Act 2014* and *Health Records Act 2001*. This policy outlines how we collect, use, and protect your personal information.

1.2 This Policy, and associated documents enter into force and applies as of 30 November 2025. It will be reviewed on or before 30 November 2027. Unless required by changes to legislation, changes to the Rules Archery Victoria or Archery Australia policies, or as determined necessary by the Archery Victoria Board

1.3 Copies of all documents can be obtained from the Archery Victoria website. Additional information is available from the Secretary, Archery Victoria.

## 2. What personal and sensitive information we collect

2.1 Personal Information that identifies an individual. This may include names, addresses, email addresses, phone numbers, date of birth, gender, financial details for memberships, collected on Assemble Sport, (Archery Australia national membership portal) and Working with Children Checks status.

2.2 Sensitive information is a special category of personal information. For our purposes, this may include health information (e.g., medical conditions, injuries) for member health and safety, or information about racial or ethnic origin. We will only collect sensitive information with your consent.

2.3 To ensure the protection of children under the age of 18, Archery Victoria Facebook page, should only be used with the involvement of a parent or legal guardian. Anyone under 18 must refrain from registering or providing any personal information without the prior consent of a parent or legal guardian.

## 3. How we collect your information

3.1 We collect personal information directly from you through various channels, including:

- Membership or registration forms (online through Assemble and through physical forms)
- Event entries or surveys
- Correspondence via email, mail, or phone
- Face-to-face interactions
- Our website (e.g., cookies, contact forms)
- Social media engagement

3.2 We may also receive your information from a third party, such as Archery Australia or another RGB, where you have provided your consent.

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## **4. How we use and disclose your information**

4.1 We only use and disclose your information for the primary purpose for which it was collected or for a directly related secondary purpose that you would reasonably expect.

4.2 Primary purposes for using your information include:

- Processing your membership or event registration
- Managing and administering your participation and membership
- Communicating with you about club news, events, and activities
- Managing member health and safety at events/places under our control
- Processing financial transactions

4.3 We may disclose your information to:

- Relevant state, national or international sporting bodies for affiliation and competition purposes
- Our sponsors and partners for marketing, but only with your consent and with a clear opt-out option
- Third-party service providers, such as IT or data hosting providers, who assist with our functions
- Law enforcement or regulatory bodies, where required or authorized by law

## **5. Direct marketing**

5.1 We may use your personal information to send you marketing communications about our own products, services, and special offers.

5.2 You can opt out of these communications at any time by following the unsubscribe instructions included in the message.

## **6. Newsletter and Information**

6.1 Archery Victoria members are automatically subscribed to emails, newsletter and information sheets when they join Archery Victoria if they wish to opt out, they can do so through Assemble at any time.

## **7. Information security**

7.1 We take reasonable steps to protect the personal information we hold from misuse, loss, unauthorized access, modification, or disclosure. This includes both physical and digital security measures, such as restricted access to our offices, password protection, and up-to-date security software.

7.2 When your Personal Information is no longer needed for the purpose for which it was obtained, Archery Victoria will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which may be kept for a minimum of 7 years.

## **8. Accessing and correcting your information**

8.1 You have the right to request access to the personal information we hold about you.

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8.2 You can also request that we correct any information that is inaccurate, incomplete, or outdated. To make a request, please contact Archery Victoria Secretary at [secretary@archeryvic.org.au](mailto:secretary@archeryvic.org.au) in writing.

## **9. Complaints**

9.1 You may complain about our collection, use or disclosure of your personal information by contacting [integrity@archeryvic.org.au](mailto:integrity@archeryvic.org.au) with your full name and contact details, together with a detailed description of the complaint using Complaint Form.

9.2 We will investigate the matter and respond to you within a reasonable timeframe.

9.3 If you are not satisfied with our response, you may refer your complaint to the Office of the Australian Information Commissioner (OAIC).