

Data Privacy Notice (May 2018)

Introduction

Track Cycling Western Australia (TCWA) is committed to the protection and privacy of members' and customers (individual's information) with whom it interacts with.

TCWA is affiliated with CycleSport WA (CSWA) and Cycling Australia (CA) and is subject to the Regulations of the Union Cycliste International (International Cycling Union).

TCWA follows and supports the CA Privacy Policy (Statement) available at <http://www.cycling.org.au/Home/About-CA/Rules-and-Policies> regarding the handling practices of personal information in accordance with the Australian Privacy Principles outlined under the Privacy Act 1988 (Cwlth).

This document provides you with information about how we are handling, or are intending to handle your personal information.

Collection of Personal Information

TCWA may collect and/or create or otherwise obtain and process the following data about you:

- Information about you that you provide by filling in forms while registering for activities and making purchases

This includes information provided at the time of becoming a member of TCWA, booking onto rides, entering and attending events.

- We may also ask you for information when you report a problem or make a complaint and, if you contact us, we may keep a record of that correspondence.
- Information about emails and other communications we have sent to you and your interaction with them.
- Information from your social media accounts but only where you have given us permission to use it. For example, posts, pictures and video footage you share on sites such as Facebook and Twitter.

Uses made of your information and the basis of processing

TCWA will use your personal information to:

- Enable people to join events, training sessions, club membership.
- To gather statistics about memberships
- Publish and maintain a comprehensive set of results and rankings for the sport of Track cycling

TCWA will not use any of the personal information we collect from you to make automated business decisions.

The legal basis on which we collect and process the personal data described above depends on the personal information concerned and the specific context in which we collect it. We will only use your personal information where we:

- Need to process your personal information for our legitimate interests
- Have a legal obligation to collect personal information from you; or
- Need the personal information to protect your vital interests or those of another person

Information security

TCWA will take all steps reasonably necessary including policies, procedures and security features to ensure that your data is treated securely and protected from unauthorised and unlawful access and/or use, and in accordance with this notice. Unfortunately, the transmission of information via the internet is not completely secure and, although we will do our best to protect your personal data transmitted to us via the internet, we cannot guarantee the security of your data transmitted to our website from your device. Any transmission is at your own risk.

Where payments are being collected on our behalf, (Paypal) we require our payment provider to be compliant with the Payment Card Industry's Data Security standards (PCI-DSS).

Data retention period

We will hold information about you in our data system only for as long as we need it for the purpose for which we collected it, which is as follows:

- Data for all racing events is removed from the website prior to the next race night registration opening.
- Any data relating to TCWA to maintain a comprehensive, published index of results will be retained. This would not include more than name, age category and gender alongside details of the event in which an individual took part.
- Membership information is downloaded and removed periodically to a separate database.

Communications

TCWA may use personally identifiable information for essential communications, such as Emails and race information. TCWA may also use this information for other purposes, including some promotional Emails. If at any time a customer wishes not to receive such correspondence, they can request to be removed from any mailing lists by emailing TCWA at: treasurer@trackcyclingwa.com.au.

TCWA does not share any information with third parties for any unknown or unrelated uses.

IP addresses

We may collect information about your computer, including where available your IP address, operating system and browser type. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

Legal

TCWA reserves the right to disclose your personally identifiable information when the club believes that disclosure is reasonably necessary to prevent a threat to health, welfare, safety or life of an individual, assist the investigation of unlawful activity, protect its rights and/or comply with a judicial proceeding, by or under law, or legal process served on the TCWA Website.

Links

Links on the TCWA site to external entities are not covered within this policy. The terms and conditions set out in this privacy policy only cover the domain name of Trackcyclingwa.com.au.

Changes to Privacy Policy

Any changes we may make to our Privacy Notice in the future will be posted on this page and, where appropriate, notified to you by date-stamped communication.