

## **VRA PRIVACY POLICY**

### **ABOUT THE VRA**

The VRA is the rogaining association for Victoria. The VRA is responsible for the administration and running of rogaining events held in the state of Victoria. It also provides a number of services relating to rogaining such as newsletter production and distribution and training.

It is the policy of the VRA to respect the privacy of individuals at all times. This is achieved by:

- Only collecting sufficient information to ensure members are kept informed of the activities of the VRA and events are conducted safely and efficiently.
- Ensuring information is kept secure and not disclosed inappropriately.

The VRA believes in celebrating success. Event results and the names of team members are published in newspapers, newsletters and on the VRA website. We will occasionally publish photos taken of members enjoying themselves at VRA activities.

### **Data Collection and Use**

Information collected by the VRA consists of:

- Your Name
- Sex
- Date of Birth
- Address
- Phone numbers
- Email address
- Car registration number
- Occupation
- First Aid Qualification
- Financial information associated with fees paid

This information is required to run a Rogaine and is collected on an event application form and via members completing their membership details on the VRA online system. The nominated leader of a team may be contacted if there are any queries in relation to an event. All members who are included in an event should be made aware of the data that will be collected and how it will be used.

All other details are entered on the VRA database.

Data on the VRA database is used to:

- Keep track of the currency of your membership
- Allow us to send you a monthly newsletter
- Reimburse you any monies owing
- Keep you informed Eg, if you are acting as a volunteer.
- Allow the currency of membership to be checked for event applications.
- Make information entry for an event easier
- Allow us to compile statistics on our membership and their event preferences
- Keep track of members volunteer activities
- Allow committee members to contact you in relation to VRA activities

### **Supplementary Notes**

Car registration numbers are only required to determine if teams have not returned.

Car registration and any details collected in relation to financial transactions (Bank accounts numbers, credit card details etc,) are kept with the documentation relating to the specific event.

### **Marketing (amendment dated 15 June 2018)**

The VRA discloses the email addresses of its members to MailChimp, a third party bulk email handling organisation for the purpose of sending our members information about upcoming events and other notifications, such as to remind them of the Late Date. The VRA's membership of MailChimp is bound by the Privacy and other policies of the company which runs the MailChimp service. There are few other services which offer the flexibility offered by MailChimp and we rely on it for our marketing emails.

Whenever a new email is distributed, members have the option to unsubscribe from this list. This should mean that the member ceases to receive email correspondence from the VRA.

If you have unsubscribed but continue to get correspondence from the VRA please let [publicity@vra.rogaine.asn.au](mailto:publicity@vra.rogaine.asn.au) know.

## **Security**

The database is held by the VRA membership secretary and on the web and is password protected. It is accessed by the event administrators and VRA committee members. Other people may have access to the database. For example if we are running training sessions on using the database to run events or when we are getting the software upgraded.

All persons having access to the database are made aware of their obligations in relation to privacy. We take all reasonable steps to ensure the information on the database is not accessible to anybody except as is necessary in relation to the successful running of the VRA.

Apart from those identified above information from the VRA database will only be disclosed if required by law.

Requests for the contact details of another VRA member will be forwarded to the member whose details have been requested by a committee member.

If you would like to access your personal information, place your request in writing to the president of the VRA or access this through the online system on the web. You will need your membership number and password to do this.

## **Data Accuracy**

We endeavour to ensure information is kept up to date. Please let us know if there is an error in the information we have so it can be corrected.