

# PRIVACY POLICY

Bicycling Western Australia Inc. (BWA) recognises and values the protection of your personal information. BWA is governed by and adheres to the principles, regulations and provisions of the Privacy Act 1988 (Commonwealth) in all its activities.

BWA has published this Privacy Policy to explain how we collect, protect and use the information.

## What information do we collect?

The information held by BWA may include:

- name;
- current home and business addresses;
- telephone numbers;
- e-mail addresses;
- gender; and
- date of birth.

## How do we collect the information?

Your personal information may be collected through our website, over the telephone or in paper form. We collect information in a variety of ways, including:

- Directly from you when you provide information by phone, via our website or in documentation you may complete and forward to us;
- When you register for or attend events, functions, promotions or membership;
- From third parties who conduct related activities such as our business and project partners, affiliates and members;
- From other relevant industry research data; and
- From available public sources of information

## How do we use your contact information?

We've listed below the ways we use information.

- To provide our members with the goods and services they are entitled to under the terms of their membership and to administer and manage those goods and services;
- To conduct research and develop our services as we improve our understanding of your needs and requirements;
- To improve our understanding of the marketplace in which we operate;
- To create new services that may be of interest and value to members; and
- To enable our compliance with all legal and regulatory requirements, including crime prevention.

## When do we disclose your information?

From time to time, and in the normal course of our activities, we need to entrust our information to third parties. For example:

- Telemarketing for the purpose of research or database integrity checks;
- Third parties contacted by BWA to provide services to its members;
- Printers and publishing bureaux, designers etc.; and
- We also have an obligation to make members' details available to other members in accordance with the requirements of the *Associations Incorporation Act 2015 (WA)*.

### **Personal identification not collected**

BWA has accepted and adopted the Australian Privacy Principles outlined in the Privacy Act 1988 (Commonwealth) as amended or varied from time to time. In accordance with these principles, we will not collect any personal information that may reveal racial or ethnic origin, political opinions, philosophical beliefs, trade union membership or details of health, disability, sexual activity or sexual orientation.

### **Personal information collected via BWA's website(s)**

Most commercial websites use cookies. Cookies are pieces of information that websites send to the browser and are stored in the computer hard-drive. Cookies make using a website easier by storing information about your preferences for the website. This allows the site to be tailored to you on any of your return visits. Cookies will not identify you personally. If you would prefer not to receive cookies, you can alter your security settings on your web browser to disable cookies or to warn you when cookies are being used. However, by disabling the cookie function in your web browser you may impede your ability to use parts of the site.

### **Your option not to provide personal information**

When you enquire about our services, request information from BWA or apply for employment, you will need to provide us with your personal information. We use this information for the purposes of providing you with our services, information requested or for assessing your employment application. By providing this information you are deemed to have consented to the use and disclosure of that information as outlined in this privacy policy.

BWA may run competitions or offer added benefits to you and we may ask you to provide us with your personal details for these purposes. Providing this information to us is absolutely optional, however, if you do not provide the information we may not be able to contact you or give you access to those benefits. Whenever it is optional for you to provide information, we will make this clear to you.

### **Your responsibilities**

BWA may provide you with a username and password to access certain parts of its website(s). You are solely responsible for maintaining the security of your username and password at all times.

You have the right to opt out of certain communications at any time and can do so by requesting this in writing to BWA.

### **Use and disclosure of information**

Your personal information, including your e-mail address, will be used for marketing purposes, for the provision of information, to notify you of competitions and prize allocation and for research requirements of BWA.

Personal information disclosed to BWA may be disclosed to any other company that is related to, or a subsidiary of, BWA.

Your credit card details will only be used by BWA for the purpose of taking payment for BWA or its affiliates' goods and services. BWA will not disclose this information to any other third party.

BWA will not use or disclose or permit the use or disclosure of personal information that could be used to identify an individual in any other circumstances except to ensure the

proper provision of BWA services (for example, for delivery of prizes to winners of our competitions) and compliance with the law.

Your personal information may be used or disclosed if:

- BWA is required or authorised by law or if it is reasonably necessary to enforce the law;
- The information is necessary for the establishment, exercise or defence of a legal claim; or
- There are reasonable grounds to believe that disclosure is necessary to prevent a threat to life or health; or
- You have given express consent to BWA for a prescribed purpose.

Other than as set out above, BWA will not sell, distribute, rent, licence, disclose or reveal, share or pass the information onto any third parties, other than those who are contracted to BWA to provide services to BWA and who are obliged to keep the information confidential.

### **Accuracy and security of your information**

BWA will take all reasonable steps to ensure that all information collected from you that is used or disclosed is accurate, complete and up-to-date. If your circumstances change, or you believe our records are not accurate, complete or up to-date, please contact us immediately and we will take all reasonable and necessary steps to amend the information.

All information provided to BWA is stored in a secure environment accessed only by authorised BWA personnel.

Please keep in mind that no information transmitted over the Internet can be guaranteed to be 100% secure. We will endeavour to protect your personal information, however, we cannot ensure or warrant the security of any information you transmit to us or receive from our online products or services. These activities are conducted at your own risk. Once we receive your transmission, we will use our reasonable efforts to ensure its security.

### **How can I access, correct or update my information?**

You can always access the information and content that you provide to us. If you wish to access or modify personal information that you have provided to us or file a complaint about the way in which your information has been used, please contact us by email [info@bwa.org.au](mailto:info@bwa.org.au).