



Privacy Policy

A. Introduction

CDBA is an organisation that is, by nature, personal information-intensive. It relies on comprehensive and accurate personal information about its members and other people with whom we deal. We have robust systems and procedures in place to protect your privacy whenever we collect, store, use or disclose your personal information. If you do not wish us to disclose information about you to third parties, you must inform us and we will take immediate steps to implement your request.

B. What kind of personal information does CDBA collect?

The type of information CDBA collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Members' names, address details, telephone, facsimile and mobile numbers, e-mail addresses
- Health conditions such as pre-existing injuries, allergies or medical conditions that we need to be aware of in case we have to seek medical treatment for you
- Paddling related information, to assist in your training and development in dragon boating.

C. How we collect your personal information

CDBA collects most personal information direct from you - for example, when you fill in an application form for membership, renewal forms etc. Information may also be collected direct from you when you deal with us personally, over the telephone, send a letter, or visit the web site. There may be occasions when a third party provides information about you, such as when you are nominated for an honour or award.

D. How we use your personal information

CDBA will use personal information it collects for the primary purpose for which it is collected and for such other secondary purposes that are related to the primary purpose and are reasonably expected, or for which consent has been given e.g. have your name on our membership register so you are covered by our insurances. CDBA will use your personal information to contact you about matters pertaining to membership of CDBA.

This includes (but is not limited to) the following:

- Assessing membership applications.
- Processing payments of applications.
- Making decisions relating to nomination or election to a position on the Board and/or Committees.
- Keeping you informed of CDBA and other dragon boating related activities through publications, newsletters (by post or email) and other member benefits.
- Inviting you to partake in CDBA events, social and networking activities.
- Contacting board and committee members to distribute agendas and minutes
- In the event you are incapacitated, provide medical staff with any information we hold related to any pre-existing injuries, allergies or medical conditions

We may use your personal information for purposes related or ancillary to the main reason we collect it, such as:

- Internal accounting and administration.
- Regulatory reporting and compliance.
- Helping us to identify and inform you about other services that may be of benefit to you.

In the event of a complaint against you we use personal information provided to us to investigate the complaint in accordance with the procedures set down in CDBA's policies and guidelines for handling complaints against members.

E. Disclosure of your personal information

CDBA may disclose personal information, including sensitive information, held about an individual to:

- A committee or panel to assess applications.
- Members authorised to vote on candidates elected to office bearing positions judging committees for awards and honours.
- Members on the same Committee or group.

CDBA may contract out some of our functions and activities. For example, we may disclose information to allow printing of renewal invoices, membership cards, and arrears notices. We may also provide names and addresses to a mailing house to mail information to you. In these situations, we prohibit the third parties from using personal information about you except for the specific purpose for which we supply it.

CDBA makes certain registers and lists publicly available. For instance, if you are recorded on a register or other listing, or if you are an office bearer on the Board or committee, we disclose personal information such as name and contact details through various means, either through publications, websites or verbally to members of the public.

CDBA discloses to the public that you are a member of CDBA unless you have advised us that you do not want this information released.

CDBA treats all personal information held about you as confidential. This applies except where disclosure of your personal information is compelled by law, in the public interest, or with your consent.

In the event of a complaint, disclosure of personal information is restricted to those authorised under CDBA's policies and guidelines for handling complaints against members.

F. Accuracy of your personal information

If we have accurate personal information about you, it enables us to provide you with the best possible service. We take reasonable steps to ensure that your personal information is accurate, complete and up to date whenever we collect or use it.

If you find that current personal information we hold about you is inaccurate, incomplete or out of date please contact us immediately.

G. Access to your personal information

You may access limited personal information through our secure Members Only area on CDBA's website. Alternatively, on request, we provide you with information about you which is readily accessible and which may lawfully be provided.

Your request to provide information will be dealt with in a reasonable time and we may charge you an administration fee for retrieving and sending the information to you.

H. Security of your personal information

CDBA protects any personal information that we hold about you from misuse and loss. We protect your privacy by restricting access to your personal information to those members or authorised office bearers who need it, either to process information or to provide you with the services you have asked for. Any person that handles personal information has to do so in accordance with the Privacy Act. Your personal information may be stored in hardcopy documents, as electronic data, or in CDBA's software or systems.

We maintain physical security over our paper and electronic data stores and premises. We also maintain computer and network security. For example, we use firewalls (security measures for the Internet) and other security systems such as user identifiers and passwords to control access to computer systems. We will take reasonable steps to destroy or permanently de-identify personal information when we no longer need it.

I. Resolving your concerns

If you believe that the privacy of your personal information has been compromised, you are entitled to complain. If you have a complaint, contact the area where you believe the breach has occurred. If your complaint is not resolved to your satisfaction, forward a written complaint to:
The President CDBA
GPO Box 3318
Belconnen ACT 2617

A written complaint must include a return address, and identify the conduct that is the basis for the complaint. There are no fees for lodging a complaint.

J. Your Consent

If you have not already done so, please tell us if you DO NOT wish CDBA to disclose:

- That you are a member of CDBA