



## PRIVACY POLICY

### NORTH QUEENSLAND RIFLE ASSOCIATION INC.

Commencement date: 30 Jan 2024

#### Document History

Version	Altered by	Approved by	Comments
1	E Gianasi		Initial Release

The protection of personal information is important to North Queensland Rifle Association Inc. (**NQRA**). NQRA is committed to respecting the right to privacy and the protection of personal information. This document sets out NQRA's privacy policy and how NQRA will manage personal information.

### **Personal information**

Personal information is information or an opinion (including information or an opinion forming part of a database) from which it is possible to determine your identity.

The information collected by NQRA about a particular person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's name, email and/or postal address, phone number, date of birth, gender, credit card details, insurance details or communication history with NQRA.

### **NQRA collection of personal information**

Information may be collected from a person when he/she:

- (a) joins a club, other body which is a Member of NQRA or affiliated with a Member of NQRA;
- (b) subscribes to any publication of NQRA, including electronic publications;
- (c) voluntarily provides details to NQRA;
- (d) participates in any NQRA program, activity, competition or event;
- (e) is elected/appointed to the Council or a committee of NQRA; or
- (f) where NQRA is required to do so by law (for example where required to do so under any legislation, either State or National in Australia).

As can be seen, there may be occasions when NQRA will collect information directly from a person and also from third parties.

NQRA will, before or at the time of collection, take reasonable steps to ensure that persons are aware of:

- (a) the purpose or purposes for which the information is collected; and
- (b) the organisations or types of organisations to which NQRA usually discloses information of that kind.

### **NQRA use of personal information**

NQRA, and third parties to whom NQRA may disclose personal information in accordance with this Privacy Policy, may use personal information to:

- (a) verify identity;
- (b) research, develop, run, administer and market competitions (including displaying rankings and results), programs, activities and other events relating to a variety of NQRA target shooting disciplines;
- (c) research, develop and market products, services, merchandise and special offers made available by NQRA and third parties;

- (d) administer, manage and provide access to <https://nqra.org.au/> (**NQRA website**); or
- (e) keep individuals informed of news and information relating to various NQRA target shooting events and activities via various mediums.

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

For example, NQRA may disclose personal information to a range of organisations which include, but are not limited to:

- (a) organisations involved in target shooting and sports;
- (b) companies NQRA engage to carry out functions and activities on NQRA's behalf;
- (c) NQRA's professional advisers, including our accountants, auditors and lawyers;
- (d) NQRA's insurers;
- (e) NQRA Members and other affiliated organisations and
- (f) National Rifle Association of Australia.

NQRA will assume consent to use non-sensitive personal information to provide better services and for marketing purposes (including disclosure of such information to service providers).

Every person whose data is collected by NQRA has the option to refuse e-mail, SMS or posted offers from NQRA by making a request in writing to NQRA's Administration Officer or (where available) making use of special links in the email/information received to unsubscribe. However, information relating to the option to unsubscribe from those communications may be retained.

In addition, NQRA may also disclose personal information:

- (a) with your express or implied consent;
- (b) when required or authorised by law;
- (c) to an enforcement body when reasonably necessary; or
- (d) to lessen or prevent a threat to an individual or public health or safety.

### **Health and other sensitive information**

NQRA is required by law to obtain consent in the collection of "sensitive" information. Sensitive information includes but is not limited to: health information and information that discloses race, ethnicity, political opinions, religious or philosophical beliefs or affiliations or details of criminal records.

NQRA will assume consent to the collection of all sensitive information provided to us for use in accordance with this Privacy Policy, unless told otherwise.

NQRA may use health information to ensure that programs NQRA operate are run safely and in accordance with any special health needs our participants may have, and for insurance purposes. In addition, we may use de-identified health information and other sensitive information to carry out research, to prepare submissions to government or to plan events and activities.

## **Protecting personal information**

NQRA stores information in different ways, including in paper and electronic form. The security of personal information is important to NQRA. NQRA will take reasonable steps to protect it from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures NQRA may use include confidentiality requirements of NQRA employees, affiliated associations and service providers, security measures for system access and security measures for the NQRA website.

## **NQRA website**

NQRA does not use or record any information for analysis when browsing the website, however there are cookies used that may benefit their browsing experience. If not wanted, the user can disable cookies and it should not affect their browsing.

Websites linked to the NQRA website are not subject to NQRA's privacy standards, policies or procedures. NQRA cannot take any responsibility for the collection, use, disclosure or security of any personal information that is provided to a third-party website.

The NQRA website contains a link to its Facebook page where contributors may provide their own details or opinions. NQRA takes no responsibility for information publicised in these public forums and accepts no association with the views expressed except where contribution to the topic has been provided by officials of NQRA in their official capacity. NQRA cautions users of these forums to carefully consider any views expressed on social media forums.

## **Access to and correction of personal information**

NQRA will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. However, NQRA relies on the accuracy of personal information as provided to it both directly and indirectly. If you find that the personal information NQRA hold about you is inaccurate, incomplete or out-of-date, please contact NQRA immediately (our contact details are set out below) and NQRA will take reasonable steps to ensure that it is corrected.

## **Resolving privacy issues and complaints**

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to personal information may be made to the NQRA Administration Officer by email [nqraoffice@gmail.com](mailto:nqraoffice@gmail.com).

For further information on NQRA's management of personal information, please contact NQRA. Further information on privacy generally can be found at <https://www.oaic.gov.au/privacy> or via the privacy hotline on 1300 363 992.

NQRA may amend this Privacy Policy from time to time.