

# Australian Turf Club

## Privacy Policy

2014

# Australian Turf Club

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# Australian Turf Club

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## 1.0 POLICY STATEMENT

Australian Turf Club (ATC) is a public company limited by guarantee with ASIC and a registered club governed by the Registered Clubs Act 1976. The Club is covered by the provisions of the Privacy Act 1998 (Cth).

The Club collects information in order to:

- Process employee and potential employee information;
- Process membership applications;
- Meet statutory requirements under the *Registered Clubs Act* and other relevant legislation;
- Contact members and guests about events and activities provided by the Club;
- Promote its products, services and sponsors.

## 2.0 PURPOSE

The purpose of this Privacy Policy is to outline the way in which ATC collects, uses, discloses, stores and protects its stakeholder's personal information.

For the purpose of this Policy, a 'stakeholder' is deemed to be any employee, contractor, member, guest or any other member of the general public.

ATC understands and appreciates that its stakeholders may be concerned about their privacy, the confidentiality and security of personal information including sensitive information ATC receives about them. ATC is committed to protecting all its stakeholders' personal information including sensitive information and to comply with the Australian Privacy Principles in the *Privacy Act 1988 (Cth)*. Information is known as "personal information" if the identity of the individual is apparent or can reasonably be ascertained. 'Sensitive information' relates to information relating to health, racial or ethnic background, or criminal records.

Further information on privacy can be found on The Office of the Australian Information Commissioner website at [www.oaic.gov.au](http://www.oaic.gov.au)

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## 3.0 YOUR RIGHTS TO PRIVACY

ATC must comply with the Privacy Act 1988 which regulates, among other things, the collection, storage, quality, use and disclosure of personal information.

## 4.0 COLLECTION OF PERSONAL INFORMATION

ATC collects and maintains different types of personal information of those individuals who seek to be, are, or were employed by ATC, including the personal information contained in, but not limited to:

- Resumes and work applications;
- References and interview notes;
- Identified photographs and video;
- Working With Children Checks (WWCC), Pre Placement Medicals (PPM), Visa and Criminal Record checks;
- Payroll information, including but not limited to Tax File Numbers, bank account and Superannuation details;
- Salary and entitlement information;
- Beneficiary and emergency contact information.

In addition, ATC collects personal information about its stakeholders primarily from membership applications, renewal forms and race day or functions/events hospitality sales. ATC also collects personal information from owners, competitions and promotions, internet ticket sales, and from bookmakers and trainers wishing to conduct business at our racecourses. On some occasions, a recognised form of identification i.e. passport or drivers license will also be required to confirm personal details provided.

The personal information collected may include stakeholder's name, contact details (including postal address, email address, telephone and facsimile numbers), date of birth, occupation, details of prior convictions, details of industry licenses held, credit card, defaulter and solvency details.

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As part of its business operations, ATC often engages with third parties such as Australian Genetics Testing (AGT), Australian Pricing Network (APN) and Australian Stud Book (ASB). The Australian Stud Book (ASB) is owned and operated by ATC and the Victoria Racing Club. The ASB collects breeder, stallion and veterinary details, which information can be passed on as required to local and international industry participants as part of the business of operating the ASB. Stakeholders may elect not to have their personal information passed on to third parties such as these.

When or before ATC collects personal information, the Club will take reasonable steps to inform the stakeholder of:

- the purpose for which the information is collected;
- any law (where applicable) that requires the particular information to be collected, and
- the main consequences for the user if all or part of the information is not provided.

## **5.0 USE AND DISCLOSURE OF INFORMATION**

The personal information about employees or potential employees is used and disclosed for the ATC's business purposes, including establishing, managing or terminating employment relationships. Such uses include but are not limited to:

- determining eligibility for initial employment, including the verification of references and qualifications;
- administering pay and entitlements;
- establishing a contact point in the event of an emergency (such as next of kin);
- processing workers compensation/insurance claims;
- establishing training and/or development requirements;
- conducting performance reviews and determining performance requirements;
- assessing qualifications for a particular job;
- gathering evidence for disciplinary action, or termination;
- compiling directories;
- providing information to relevant external entities as required (ie. Superannuation funds, Australian Tax Office, etc.);

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- as permitted or required by applicable law or regulatory requirements. (In these circumstances, ATC will endeavour to not disclose more personal information than is required by law).

Personal information is primarily collected for use in connection with conducting the businesses of ATC, ASB, AGT and APN. Such use include matters related to the processing of membership applications and renewal forms, membership referral forms, general administration and marketing activities of ATC. ATC also uses stakeholder personal information for the secondary purpose of business planning, membership development and providing individuals with information about promotions.

ATC will not use or disclose personal information to third parties other than for a purpose made known unless:

- the disclosure is authorised or required by or under law (including but not limited to the Australian Privacy Principles under the *Privacy Act 1988 (Cth)*);
- a stakeholder has consented to the disclosure;
- the use/disclosure is related to the primary purpose for which the information was collected and would reasonably expect the information to be so used/disclosed, but, if the personal information is sensitive, the disclosure must be *directly* related to the original collection purpose;
- there are reasonable grounds to believe that disclosure is necessary to prevent a serious threat to a person's health or safety; or
- the disclosure is to relevant ATC third party service providers (such as insurance agents, government authorities, mail houses or ticketing agents) who provide ATC with services in connection with the operation of ATC's businesses.

If a stakeholder has provided their consent to the disclosure of personal information, they may withdraw that consent by contacting ATC in one of the ways set out in Section 10 of this Privacy Policy.

The third parties to whom we disclose personal information may be located in Australia or other countries. The ATC takes steps to ensure that all our service providers agree to protect the privacy and security of your personal information and use it only for the purpose for which it is disclosed.

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## 6.0 STORAGE SECURITY OF PERSONAL INFORMATION

Except as otherwise permitted or required by applicable law or regulatory requirements, ATC endeavours to retain personal information about any stakeholder the ATC has a relationship with only for as long as necessary to fulfill the purposes for which the personal information was collected (including, for the purpose of meeting any legal, accounting or other reporting requirements or obligations).

The Australian Privacy Principles assert that an organisation must take reasonable steps to destroy or permanently de-identify personal information as if it is no longer needed for any purpose for which the information may be used or disclosed under Australian Privacy Principle 11. As such, ATC will take all reasonable steps to ensure compliance with this principle as soon as practical.

Employee data pertaining to Worker's Compensation claims will be permanently archived.

ATC maintains strict standards and security procedures to prevent unauthorised access to personal information and to ensure correct use of personal information. ATC operates secure data networks protected by industry standard firewall and password protection. ATC takes all reasonable steps to ensure that personal information is secure on its systems. Only certain employees have access to the personal information provided to us and we impose strict rules on those employees who have access to personal information.

ATC will use its best endeavours to ensure that personal information is accurate, complete and up to date. ATC updates its details when it processes each membership renewal form. To assist us in keeping personal information up-to-date, stakeholders should contact ATC if any of the information provided to us changes or becomes incorrect. If a stakeholder believes the information ATC has collected about them is inaccurate, incomplete or not up-to-date, they should contact ATC and all reasonable efforts will be made to correct that information.

Where appropriate, ATC website provides a secure environment by using Secure Sockets Layer (SSL). This establishes a session, and encrypts all traffic, between ATC web server and a stakeholder's browser. Stakeholders who chose to access their personal or mobile devices by utilising ATC supplied cables and/or wireless internet access should note the following information will be recorded:

- IP and MAC addresses;

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- Connection logs that include timestamps of dates, data usage, source and destination, device name, wireless SSID and membership number;
- Type of TCP/IP protocol used.

ATC will store any credit card details in a secure database but will retain this information for only so long as is necessary to fulfil the immediate purpose for which the information was collected or as required by law.

## **7.0 ACCESS TO PERSONAL INFORMATION**

Stakeholders will always have access to personal information they provided to the ATC. They may request ATC to provide them with access to the personal information held about them at any time during standard business hours.

It is important for employees to note that information contained in ATC records remains accurate and current. If an employee's personal information happens to change during the course of their employment, they are required to update their details via the Employee Self Service (ESS) platform or by contacting a representative from Payroll.

## **8.0 CHANGES TO THE PRIVACY POLICY**

ATC may make changes to this Privacy Policy from time to time for any reason. ATC will publish those changes on the ATC website by posting an updated version of the Privacy Policy on the ATC website. A stakeholder's continued use of the ATC website indicates acceptance of the Privacy Policy on the ATC website at that time. In the event of a merger, acquisition, bankruptcy or other corporate restructure or reorganisation of ATC, ATC may transfer a stakeholder's personal information to the entity ATC merges with or is replaced by or it acquires or is acquired by. If such an event occurs, ATC will use all reasonable endeavours to ensure that personal information will in every other respect remain under substantially the same terms as this Privacy Policy.

## **9.0 LINKS TO OTHER WEBSITES**

ATC website may contain links to other websites and this Privacy Policy has no application to those websites. Linked websites are not under the control of ATC and ATC is not responsible and has no liability in respect of the privacy practices or contents of other websites. Stakeholders should examine the privacy policies of those websites before they disclose any of their personal information on them.



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## 10.0 CONTACT ATC ABOUT PRIVACY

Further information regarding this privacy policy or if a stakeholder believes ATC has breached any aspect of this privacy policy or the National Privacy Principles, please contact ATC Privacy Officer by:

- telephoning ATC on 8622 6764 between standard business hours of 9.00 am and 5.00 pm Monday to Friday; or
- Via email on [privacyofficer@australianturfclub.com.au](mailto:privacyofficer@australianturfclub.com.au); or

Writing to the address: - Privacy Officer, Human Resource Business Partner, Australian Turf Club, Locked Bag 3, Randwick NSW 2031. The ATC Privacy Officer will then:

- acknowledge receipt in writing of the complaint;
- conduct an assessment of the complaint;
- if necessary, the ATC Privacy Officer or by engaging an appropriate investigator, will investigate the complaint further;
- based on the results of the assessment and further investigations (if necessary), the ATC Privacy Officer will make a determination as to whether the ATC breached an Australian Privacy Principle;
- if it is determined the ATC breached an Australian Privacy Principle, the ATC Privacy Officer will determine what action or remedy is to be taken and advise that decision to the person making the complaint within 30 days of receipt of the complaint if reasonably possible. The matter will then be closed
- If the complaint is not satisfied with the outcome of the investigation or the process undertaken they can escalate to the Executive General Manager, Human Resources.

## 11.0 SUPPLEMENTARY ITEMS

### Information Collected

When a stakeholder views the ATC website, the ATC's Internet Service Provider (ISP) & Google Analytics makes a record of your visit and logs the following information for statistical purposes:

- your IP address;
- your top level domain name (for example .com, .gov, .au, .uk etc);
- the date and time of your visit to the site ;
- the pages you accessed and documents downloaded ;

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- the previous site you have visited ; and
- the type of browser you are using.

## **Access to Information Collected**

Employees and contractors should note that if they use ATC equipment, compliance with ATC Internet, Email and Computer Usage policy is mandatory. All internet sites and content accessed via ATC equipment can be traced and will be monitored.

ATC will not make any attempt to identify external users or their browsing activities, however in the unlikely event of an investigation, a law enforcement agency or other government agency may exercise its legal authority to inspect our Internet Service Provider's logs.

## **Use of Information Collected**

If an ATC Member contacts the Membership Office via the Membership email address, the Membership System is updated with any new details the person may have provided. The original email is then deleted after 6 months

This site does not provide facilities for the secure transmission of information across the Internet. Users should be aware that there are inherent risks transmitting information across the Internet.

## **Cookies**

Upon closing your browser any session cookies set by the ATC website are destroyed and no personal information is maintained which might identify you should you visit the website at a later date.

## **Unsolicited Personal Information**

From time to time ATC employees may receive unsolicited information relating to a person (in particular resumes), This may be via electronic means or postal. The employee must take reasonable steps to destroy or de-identify this information as soon as practicable.

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## Photography and Filming on ATC Racecourse

In some circumstances an image of a person may amount to personal information. This is not always the case. The ATC commissions photographers to attend race days to capture images reflective of the activities and general environment at such events, including images of individuals. The intention always is that these images may be used at some stage to promote the ATC and its events and other business activities. The ATC also liaises with the media for access to race days. This Privacy Policy does not regulate the activities of the media.

The terms and conditions of entry to the ATC racecourses stipulate that, in summary, the ATC may use images of race day patrons for promotional purposes



Darren Pearce

Chief Executive Officer

Date of Issue: *1st* April 2014

References: National Privacy Principles <http://www.oaic.gov.au/privacy/privacy-act/national-privacy-principles>

