



## Australian Auto-Sport Alliance Pty Ltd

ABN: 12 117 743 423  
79 Rowan St  
PO Box 483  
Wangaratta VIC 3677

Phone: 03 5721 7800  
Fax: 03 5721 7900  
Email: [info@aasa.com.au](mailto:info@aasa.com.au)  
Website: [www.aasa.com.au](http://www.aasa.com.au)

### PRIVACY POLICY

The operations of the Australian Auto-Sport Alliance Pty Ltd (AASA) also include its online websites and social media pages, incorporating automated event licence applications and renewals, and event permit applications and online retail sales. These websites include, but are not limited to:

- [www.aasa.com.au](http://www.aasa.com.au)

#### POLICY:

Australian Auto-Sport Alliance Pty Ltd (AASA) respects your privacy and is committed to the protection of your personal information. This Policy outlines the policy of AASA in managing personal information which it holds. In summary, Personal Information is information relating to an individual which can be used to identify that individual.

AASA is a Proprietary Limited (Pty Ltd) company and is bound by the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). AASA is also bound by the Spam Act 2003 (Cth) (Spam Act) which regulates the sending of commercial electronic messages such as by email or SMS. AASA is owned by the Benalla Auto Club Inc. (BAC).

#### **1. Why does AASA collect personal information?**

AASA collects personal information in order to carry out its functions and exercise its responsibilities to conduct its business.

#### **2. About whom do we collect personal information?**

The type of personal information AASA may collect and hold includes (but is not limited to) information about:

- Patrons and representatives of patrons of AASA sanctioned events;
- Drivers, passengers and other participants in on- and off-track activities at AASA sanctioned events;
- Officials and volunteers of the AASA;
- Representatives of racing, car and other clubs and promoters who participate in AASA sanctioned events;
- Persons with whom AASA comes into contact in the course of conducting its business; and
- Employees, consultants and contractors and prospective employees, consultants and contractors.



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### **3. What kinds of personal information do we collect?**

In general, the type of personal information AASA collects and holds includes (but is not limited to): names, addresses, contact details, occupations, medical history, and other types of information (depending on how you deal with us) which assist us in planning and conducting our business, planning, providing and marketing our services and meeting our legal obligations. In most cases, if you do not provide personal information we request from you, we may not be able to provide information to you about AASA sanctioned events or supply relevant products or services. In respect of your medical history, this will only be disclosed to our insurance brokers in the event that you lodge a claim under our policy.

### **4. How do we collect personal information?**

AASA collects personal information in a number of ways, including:

- Directly from you by phone, email, meetings, correspondence, or from application forms you have submitted to us;
- AASA licence applications;
- AASA permit applications;
- From third parties such as medical practitioners, credit reporting agencies or your representatives;
- From publicly available sources of information including sources on the internet;
- From service providers who manage the services we provide to you (for example, event organisers); and
- From our own records, including our financial, customer, promoter, official, volunteer, employee, and supplier databases.

### **5. Website data collection**

AASA collects personal information from its web sites through applications or subscriptions. These web sites will from time to time contain links to other web sites. AASA is not responsible for the privacy practices or the content of such other web sites.

### **6. How might we use and disclose your personal information?**

In general, we may use and disclose your personal information in order to:

- Operate and manage AASA sanctioned events;
- Conduct our business, including for marketing and research purposes;
- Provide the services you require (including charging, billing, collecting debts, and providing information to our insurance brokers in the event that you lodge a claim under our policy);
- Enter you in our competitions and promotions;
- Inform you of ways the services provided to you could be improved, and involve you in such processes;



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- Maintain and develop our business systems and infrastructure (including testing and upgrading of these systems);
- Research and develop our services;
- Communicate with you;
- Prevent a threat to health or life;
- Investigate suspected unlawful activity; and
- Comply with our legal obligations.

We will generally explain how AASA will use or disclose your personal information at or around the time we collect such information from you.

When you provide AASA with your personal information, we will add your details to our mailing list for the purposes of direct marketing (either by post or email), so that we can send you information about AASA sanctioned events, our services, or other items that we think will be of interest to you. If you prefer that we do not use your details in this way and you have received a form from us, please complete the relevant section on the form or email and return it to us.

Otherwise, please let us know by sending an email or phoning us on 03 5721 7800. If you send any AASA business an email, you will be supplying your name and email address, and those details will be used by AASA if a response is required to the email received from you.

### **7. To whom might we disclose your personal information?**

We may disclose your personal information to:

- Companies or individuals who assist us in providing services or who perform functions on our behalf (such as our insurance broker) and organisations that carry out our planning and research activities;
- Relevant authorities where:
  - There are grounds to believe that disclosure is required in order to prevent a threat to health or life;
  - AASA suspects that unlawful activity is or has been engaged in and such personal information needs to be passed on to investigate the activity; or
  - The disclosure is authorised by law or reasonably necessary to enforce the law; and
- Anyone else to whom you authorise us to disclose it.

### **8. Management of personal information**

AASA takes reasonable steps to protect the security of personal information from misuse and loss and from unauthorised access, modification or disclosure, for example by use of physical security and restricted access to electronic records. AASA staff are required to respect the confidentiality of personal information and the privacy of individuals. Where we



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no longer require your personal information, we will take reasonable steps to destroy or de-identify such information.

Depending on your reason for dealing with AASA (for example as an official of AASA, patron, supplier, consultant or employee) specific issues may arise with respect to the types of personal information we collect and our handling of that information as a result of those dealings. We will generally provide you with more details about why we collect particular personal information, who we tell and why we tell them when we ask you to provide us with your personal information.

### **9. How do we keep information secure?**

To keep information secure, AASA safeguards its systems in the following ways:

- Multi-level passwords to protect access to our networks, workstations, bank accounts, emails, logins, etc;
- Anti-virus protection stops threats before they reach our computer network;
- Scheduled anti-virus, anti-malware and anti-Trojan scans of our servers; and
- Firewalls that prevent unauthorised access or “hacking” of our networks.

Secure transmissions maintain confidential information, Encryption technology such as Secure Socket Layer (SSL) is utilised when sending information between you and the bank. Security is achieved through:

- Authentication to establish the validity of a transmissions; this prevents another computer from impersonating the bank;
- Encryption to scramble transmitted data over the internet; and
- Data integrity to verify that information sent to us has not been altered during the transmission process.

### **10. How do we keep personal information accurate and up-to-date?**

AASA aims to ensure that the personal information it holds is accurate, complete and up-to-date.

You can contact us in order to update any personal information we hold about you. Our contact details are set out below. You have the ability to seek access to some of your personal information. You may seek access to personal information which AASA holds about you by contacting AASA's Privacy Officer.

We will require you to verify your identity and to specify what information you require. A fee may be charged for providing access. We will advise you of the likely cost in advance.

From time to time, in our correspondence with you, we may reproduce your personal information on file, and request that you update same, with a view to maintaining your most current contact details.



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### 11. Spam

AASA ensures that any commercial electronic messages it sends to people's email accounts or to their mobile phones (for example, advertising a product or a service) comply with its obligations under the Spam Act.

AASA obtains the consent (express or inferred) of intended recipients before it sends such messages, identifies itself as the sender, and includes instructions in all such messages so that a recipient is able to notify AASA if they do not wish to receive commercial messages or advertisements from AASA in the future.

In circumstances where AASA provides factual (and not commercial) electronic messages, or comes within any other exception to the requirements of the Spam Act, it will identify itself as the sender of the message and will provide its contact details.

### 12. Enquiries

If you have any questions about privacy related issues, please contact AASA's Privacy Officer:

- **Email:** [info@aasa.com.au](mailto:info@aasa.com.au)
- **Telephone:** (03) 5721 7800
- **Fax:** (03) 5721 7900
- **Mail:** Privacy Officer  
Australian Auto-Sport Alliance Pty Ltd  
PO Box 483  
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- **Visit us:** AASA Head Office  
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