



PRIVACY COLLECTION

BY-LAW NO. 21

PRIVACY STATEMENT, to fulfil our aim, the Shepparton & District Obedience Dog Club Inc. (S&DODC) collects personal information from Members, applicants for Membership and non-Members participating in trials, exhibitions or competitions in line with the requirements of the Privacy Act 2001.

COLLECTION: This includes, without limitation:

- name, address and contact details
- date of birth (for juniors)
- dog details including breed, VCA registration details, previous history and vaccination evidence

Only authorised Membership Officers or S&DODC Committee Members may collect this information on an "Application for Membership" or "Membership Renewal" or a trial/exhibition/competition entry form signed by the applicant or Member.

Other information, such as details of incidents, may be required by our constitution and formal procedures, or by the VCA regulations.

USE AND DISCLOSURE

Personal information will not be:

- made available to any other organisation or person unless required by law
- on sold as a data base of contacts

The Shepparton & District Obedience Dog Club Inc. may:

- use personal information for statistical purposes
- provide information to the VCA when required by VCA regulations

The "Register of Members", as required by our constitution, is confidential.

Members may have access to their personal information, upon application in writing, provided that such access does not infringe on the privacy of other Members or persons.

ACCURACY AND SECURITY

The Shepparton & District Obedience Dog Club Inc. will take all reasonable steps to ensure information that is collected is accurate, complete, up to date, stored in a secure environment and accessed only by authorised personnel.

However, the accuracy of that information depends on the information provided to us. If notified that the information is not accurate or complete then we will take action to correct it as soon as practicable.

CONCERNS

If you have any concerns regarding the way your personal information is being managed please discuss them with the President or Secretary.

Note:

1. "we", "us", "our", "S&DODC" and "Club" are references to the "Shepparton & District Obedience Dog Club Inc."
2. VCA is the Victorian Canine Association Inc.
"constitution" is the "Statement of Purposes, Rules and Bylaws of the Shepparton & District Obedience Dog Club Inc", as amended.

Approved May 2019

Checked **POB**