

## PRIVACY

This Privacy Policy applies to the following:

- The Sprintcar Control Council of Australia Inc (SCCA) ABN 69 903508263
- Sprintcars Australia ACN 119 767 583 ABN 74 119 767 583

We are bound by the National Privacy Principles under the National Privacy Act 1988 and this Privacy Policy document outlines how we comply with those principles.

Your privacy is important to the SCCA and we have procedures in place to ensure that your information remains confidential. We are mindful that your personal details are private and as such we will only use or disclose your information in accordance with the Privacy Act 1988.

### **What information do we collect?**

We only collect personal information about you that is reasonably necessary to provide you with the services that you require from our organization.

Personal information held by the SCCA may include your name, date of birth, current and previous addresses, telephone number, mobile number, facsimile number and e-mail addresses.

From time to time, we will conduct surveys and you may also be requested to complete feedback forms. Your responses are collected and analysed for the purpose of continuously improving our facilities and services.

If you choose not to provide personal information through the omission response, we may not be able to provide you with the services or information you require, or the level of services and communication on which we pride ourselves.

### **How we use your personal information**

We only use and disclose personal information about you for the purpose for which it was disclosed to us or related purposes which would reasonably be expected without obtaining your permission.

More specifically, your information may be used for the following purposes:

- To process and manage your invitation to special events arranged by SCCA
- To provide you with necessary documentation
- To keep you informed of priority offers and other special information
- To conduct surveys
- To inform you of and/or to enter you into our competitions and promotions and those competitions and promotions of our sponsors
- To administer and manage services including charging, billing and collecting debts

If you do not wish to receive marketing material, please contact our Operations Manager 65 Alhambra Avenue Macquarie Hills NSW 2285 Phone 02 4956 8361 Fax 02 4956 9235 email [generalmanager@sprintcarsaustralia.com](mailto:generalmanager@sprintcarsaustralia.com)

### **Accuracy and updating of your personal information**

We will attempt to ensure that your personal information is accurate, complete and up to date, however the accuracy of your details depends to a large extent on the information that you provide. We recommend that you let us know if there are any errors in your personal information and keep us up to date with any changes.

Please contact our Operations Manager 65 Alhambra Avenue Macquarie Hills NSW 2285 Phone 02 4956 8361 Fax 02 4956 9235 email [generalmanager@sprintcarsaustralia.com](mailto:generalmanager@sprintcarsaustralia.com)

## **Security**

We use appropriate security procedures and the latest technology to protect the personal information we hold.

If other organizations provide support services, we require them to appropriately safeguard the privacy of the information that we provide to them.

We train our employees in the handling of the personal information we collect and we restrict access to what is necessary for specific job functions.

If the personal information is collected and no longer required, we delete the information.

## **Accessing your information**

You have a right to access your personal information subject to some exceptions allowed by law. You may be required to put your request in writing for security reasons.

We reserve the right to charge a fee for searching and providing access to your information.

## **Updates to our Privacy Policy**

Updates to our Privacy Policy will be made from time to time and any changes will be made available on our web site at [www.scca.com.au](http://www.scca.com.au) or may be obtained by contacting our Operations Manager.

## **Personal Information collected from our Web Site**

When you access our web site, the following information may be collected via the use of cookies in relation to your visit:

- your server address
- your operating system, top-level domain name and type of web browser you use
- the date, time and length of your visit
- whether you have visited the site previously
- what you accessed on the web site
- what you have downloaded from the web site

## **Contacting us**

If you have any questions in relation to privacy, our contact details are as follows:

Operations Manager  
65 ALHAMBRA AVENUE  
MACQUARIE HILLS NSW 2285  
Phone 02 4956 8361  
Fax 02 4956 9235  
Email: [generalmanager@sprintcarsaustralia.com](mailto:generalmanager@sprintcarsaustralia.com)

## **Complaints**

If you wish to lodge a complaint regarding a breach of our Privacy Policy, please contact our Operations Manager. All complaints shall be investigated and a response given within fourteen (14) days of receiving the complaint.