



This Privacy Policy applies to the activities of the BMW Motorcycle Club of Victoria Incorporated (“the club”) IRN A00 005 62B.

The club is presently exempt from the provisions of the Commonwealth Privacy Act 1988 and Victorian Information Privacy Act 2000 (“Privacy Acts”). However, the club is aware of the importance of treating members’ personal information with care and respect. This policy explains how the club handles personal information. The BMWCCVic is committed to protecting your personal information from misuse and loss, and from unauthorised access, modification and disclosure, and will take all reasonable steps to ensure this.

Please read this Privacy Policy before submitting any personal information. By providing such information, you are accepting the practices described in this Privacy Policy.

### **Changes to this Policy**

From time to time, it may become necessary for us to review or amend this policy, and we reserve the right to do so. A notice of changes will appear in the club magazine, *BeeEm*, and on the club website, [www.bmwmotorcycleclubofvictoria.wildapricot.org](http://www.bmwmotorcycleclubofvictoria.wildapricot.org)

An up to date copy of this policy is available in hard copy at all times by request to the Secretary, BMWCCVic, P O Box 2298, Richmond, Victoria, 3121, or on the website.

### **What we collect and how we use it**

On joining the club, and for certain events and rides, you will be asked for personal information, such as name, postal address, telephone and mobile phone numbers, email address, motorcycles ridden or owned, and other information as required. If you do not wish to provide the information which we request, we may not be able to provide the level of service expected by you as a member, or process any credit card information that you have submitted to us for payment.

We ask only for information we require for the operation of the club. Information provided will be used for one or more of the following purposes

1. To identify the member
2. To enable the club to contact the members, either by mail, telephone, mobile phone, email or by other means, to transmit or request club information
3. In case of emergency to contact a third party nominated by the member

The club will not provide members’ information, outside of that specified in the club’s constitution, to anyone else without the members’ express permission, unless required under any Commonwealth or Victorian law or regulation.

The external people/organisations to which we disclose your personal information include:

- Our paper and electronic magazine editor and/or publisher

When you visit our website, our Internet Service Provider (ISP) may automatically record the following information about you for statistical purposes:

- Your server address
- The website you visited immediately prior to ours
- Your domain name

- The date and time of your visit to our website
- The pages you accessed and the information or documents you downloaded
- The type of browser you used.

### **Data Protection**

The BMWCCVic is committed to protecting your personal information from misuse and loss, and from unauthorised access, modification and disclosure, and will take all reasonable steps to ensure this.

The club has procedures to protect the information provided to it, however our membership database is accessed through the internet, so we cannot guarantee totally that the data may not be illegally intercepted.

Only members of the club committee, or persons authorised by the committee, have access to member information and this is only for the purposes outlined above.

### **Disposal and destruction of your personal information**

A member or affiliated entity can request a copy of the information we hold about them at any time, by contacting the Secretary by email at [secretary@bmwmccvic.org.au](mailto:secretary@bmwmccvic.org.au), or as detailed in the club magazine.

If you notify the club that personal information we hold about you is not accurate, complete or up to date, then we will take reasonable steps to correct the information.

### **If something goes wrong**

Please contact us, if you believe

- Someone has gained access to your personal information without permission through an action of the club or an elected or appointed officer or position holder
- You believe your personal information has not been handled appropriately or
- You would like to discuss any issue about our Privacy Policy.

Contact the Secretary by email at [secretary@bmwmccvic.org.au](mailto:secretary@bmwmccvic.org.au), or write to us at BMWCCVic Inc., P O Box 2298, Richmond, Victoria, 3121.