



# PRIVACY POLICY

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The Fraser Coast Bicycle Users Group is committed to providing its members and event participants with privacy and confidentiality of personal information, subject to the Privacy Act. Fraser Coast Bicycle Users Group will take all reasonable steps to ensure that information collected from our members and event and activity participants is for safety and identification purposes in relation to their membership or their participation in a Fraser Coast Bicycle Users Group event or activity

Collection of personal information is limited to allow the Fraser Coast Bicycle Users Group to better deliver events, activities and services which contribute to our mission of increasing cycling in the Fraser Coast region. The Fraser Coast Bicycle Users Group will not sell or licence information collected and stored on our databases or spreadsheets.

## **The Fraser Coast Bicycle Users group collects information:**

- Directly from the member or event or activity participant by phone
- In person at an event or activity
- By mail in a written application form
- Via a faxed application or registration form
- Via on-line forms

## **The Fraser Coast Bicycle Users group typically records:**

- Name and Address
- Date of Birth
- Gender
- Email address
- Telephone and fax numbers
- Club Uniform, T-shirt or similar clothing size
- Preference of meal type and special dietary requirements – where applicable
- Emergency contact details/person
- Medical information where applicable
- The details listed above for other persons listed on the same Family Membership application; the same event application or activity registration.

The above is considered by the Bicycle Users Group Management committee to be the minimum amount of information that is needed in order to provide the level of service our members and riders require for their individual and collective cycling needs.

## **Use of Information**

The personal information collected by the Fraser Coast Bicycle Users Group will be used in order to:

- Provide the level of service members and participants require in relation to events and activities
- Administer and manage services to members and participants, including membership renewals and payment of outstanding premiums
- Mail or email to members at the address on file, a copy of the Fraser Coast Bicycle Users Group meeting agendas and minutes
- Inform members and riders of forthcoming events and activities or matters concerning their membership or registration status
- Better understand the needs of members and event participants in order to effectively respond to those needs
- Provide secondary parties with the relevant details relating only to members' and riders' agreement to participate in a programme run by that secondary party
- Provide a member's contact details to another Bicycle Users Group or other cycling organisation for invitations to cycling events if approved by the Fraser Coast Bicycle Users Group Management Committee
- Provide our professional advisers, including auditors, lawyers and insurers, to the extent necessary for them to carry out their legal requirements
- Provide Government and regulatory authorities and other organisations if required by law

## **Information Storage and Security**

Information is stored in compliance with current legislation in both original and electronic form. All reasonable steps will be taken to ensure that the information is protected and kept secure and that access is restricted to the person it relates to and those who required access to perform the function required by the member or event or activity participant.

## **Access to Information**

Access to information provided by members and event or activity participants is restricted to people who need to use the information to ensure Fraser Coast Bicycle Users Group services are delivered effectively. This means that access to information is limited to Fraser Coast Bicycle Users Group Management Committee members and approved volunteers who are engaged to assist in the preparation and operation of Fraser Coast Bicycle Users Group membership, and event and activity services.

Members or event and activity participants may edit or change their own personal recorded information on application to the Fraser Coast Bicycle Users Group. Information will be removed if requested by the member or event or activity participant as long as its removal does not breach any legal requirements or essential operational needs of the Fraser Coast Bicycle Users Group.

## **Contact at Fraser Coast Bicycle Users Group**

If you have any questions in relation to privacy please email [bicycleusersgroup@yahoo.com.au](mailto:bicycleusersgroup@yahoo.com.au) or write to the

Privacy Officer  
Fraser Coast Bicycle Users Group  
PO Box 7492  
URANGAN QLD 4655