

# BELLARINE DOG ACTIVITIES GROUP

## PRIVACY STATEMENT

To fulfil our aim, the Bellarine Dog Activities Group (BDAG) collects personal information from members, applicants for membership and non-members participating in training, trials, exhibitions or competitions.

### COLLECTION OF PERSONAL INFORMATION:

This includes, without limitation:

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

Only authorised Membership Officers or 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 recording details of incidents and near misses, may be required by our constitution and formal procedures or regulations.

### USE AND DISCLOSURE:

Personal information will not be:

- made available to any other organisation or person unless required by law
- sold as a data base of contacts
- shared within the general membership of the club, except that class lists shared to all members will include the name of the handler, the name, age and breed of the dog.

The Bellarine Dog Activities Group may:

- use personal information for communicating information related to the group’s activities and external opportunities for dog training or events
- use personal information for the keeping of a “Register of Members” as required by our constitution
- use personal information for statistical purposes
- provide information as required by any regulatory body
- provide personal information to Committee Members, the Membership Officer or Instructors as required for the group’s function

## **ACCURACY AND SECURITY:**

The Bellarine Dog Activities Group will take reasonable steps to ensure information that is collected is stored in a secure environment and accessed only by authorised personnel.

The accuracy of member's personal information depends on the information provided to us. Members are required to inform the Membership Officer or Secretary of any changes of their personal details. 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.