



AUSTRALIAN NATIONAL WORKING EQUITATION	Privacy Policy
Document Number:	P004
Last Review Date:	Nov 2023
Next Review Date:	July 2025
Responsible Portfolio:	Board
Authority	This Policy is made in accordance with ANWEL Constitution. It is binding on all Members of ANWEL.
Signature	Alison Mclean Digitally signed by Alison Mclean Date: 23/11/2023

1. Introduction

The protection of personal information is important to Australian National Working Equitation Ltd (ANWEL). ANWEL is committed to respecting the right to privacy and the protection of personal information.

This document sets out:

- what personal and sensitive information ANWEL collects
- how ANWEL collects personal and sensitive information
- how ANWEL uses or discloses personal and sensitive information
- how individuals can access or seek correction of information held by ANWEL
- who to contact regarding privacy issues and complaints

By providing your personal information to ANWEL, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

This Policy provides for the way in which ANEL, its affiliated States and Clubs (ANWEL Affiliates) may collect, use, store and disclose information.

Third party commercial entities and subsidiaries, whether owned or acting on behalf of ANWEL or an affiliate or not, may be subject to the same privacy laws and may be governed by their own privacy policies.

ANWEL will always do its utmost to ensure that personal information is respected and protected.

2. What personal and sensitive information does ANWEL collect?

2.1 Personal Information

Generally, personal information is information or an opinion (including information or an opinion forming part of a database) from which it is possible to determine someone's identity.

The information collected by ANWEL about a particular person will vary depending on the circumstances of collection.

It may include, but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth, gender, credit card details, insurance details, employment history, qualifications or communication history with ANWEL.

2.2 Sensitive Information

Sensitive information is a type of personal information that also includes information or an opinion about:

- a. racial or ethnic origin
- b. political opinions
- c. membership of a political association, professional or trade association or trade union
- d. religious beliefs or affiliations or philosophical beliefs
- e. sexual preferences or practices
- f. criminal record
- g. health information or disability.

If it is reasonably necessary in the circumstances, ANWEL may also collect sensitive information such as a person's medical history or disabilities.

ANWEL is required by law to obtain consent when collecting sensitive information.

ANWEL will assume consent to the collection of all sensitive information that is provided to it for use in accordance with this Privacy Policy, unless told otherwise.

3. How does ANWEL collect personal and sensitive information?

Information may be collected when you:

- a. become a member of a working equitation Club, Association or other body which is a member or affiliated with ANWEL
- b. subscribe to any publication of ANWEL or an ANWEL Affiliate, including electronic publications
- c. provide details to ANWEL or an ANWEL Affiliate in an application form, consent form, survey, feedback form or incident report

- d. enter personal information into, or agree to having your personal information entered into, one of ANWEL's online systems such as Nominate or another ANWEL online system
- e. access the ANWEL website
- f. contact ANWEL via email, telephone or mail or engage with ANWEL via social media
- g. participate in any program, activity, competition or event run by ANWEL or an ANWEL Affiliate
- h. purchase tickets to a working equitation event from ANWEL or an authorised agent.

4. How does ANWEL use and disclose personal and sensitive information?

4.1 Use

ANWEL, and third parties to whom we may disclose personal information in accordance with this Privacy Policy, may use your personal information to:

- a. verify your identity
- b. complete background checks
- c. research, develop, run, administer and market competitions, judge and coach programs, activities and other events relating to a variety of working equitation activities and competitions, emergency management information, membership management, education offerings and organisation, social events, police or other legal agencies for the purposes of medical treatment amongst others
- d. research, develop and market products, services, merchandise and special offers made available by us and third parties
- e. respond to emergency situations involving or requiring medical treatment;
- f. administer, manage and provide you with access to www.anwe.org.au databases, self service information and other IT based applications
- g. keep you informed of news and information relating to various working equitation events, activities, competitions and opportunities via various mediums.

ANWEL may use health information to ensure that programs, activities or competitions we conduct are run safely and in accordance with any special health needs participants may require.

Health information may also be kept for insurance purposes. In addition, we may use de-identified health information and other sensitive information to carry out research, to prepare submissions to government or other regulatory bodies, or to plan events and activities.

4.2 Disclosure

ANWEL may disclose your personal information to a range of organisations which include, but are not limited to:

- a. ANWEL affiliates and other organisations involved in working equitation and emergency management
- b. companies we engage to carry out functions and activities on ANWEL's behalf, including direct marketing
- c. our professional advisers, including our accountants, auditors and lawyers
- d. our insurers
- e. ANWEL subsidiaries and affiliates
- f. relevant sporting bodies such as the Australian Sports Commission, the Australian Sports Anti-Doping Authority, the Australian Olympic Committee, the Australian Paralympic Committee, Australian Commonwealth Games Association, Australian Institute of Sport, Australian Sports Anti-Doping Authority, Equestrian Australia, various National Sporting and Equestrian bodies, and Federal and State Departments of sport amongst others; and in other circumstances permitted by law.

In some circumstances, personal information may also be disclosed outside of Australia such as the Fédération Equestre Internationale and World Association of Working Equitation amongst others. In such circumstances, ANWEL will use its best endeavours to ensure such parties are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are suitably similar to the Australian Privacy Principles.

Any disclosure will be on such terms and conditions as ANWEL determines taking into account the circumstances of the disclosure but always with the best interests of the parties whose personal information is being disclosed.

4.3 Direct marketing

ANWEL will assume consent to use non-sensitive personal information to provide to you better services and marketing purposes (including disclosure of such information to service providers).

Every person whose data is collected by ANWEL has the option to refuse e-mail, SMS or posted offers. You may do this by advising ANWEL, or via the opt-out procedures included in any communication from us (information relating to the option to unsubscribe from those communications may be retained).

If you are still not satisfied at the communication you are receiving, you can also write to ANWEL via the contact details set out below.

4.4 Other disclosures

In addition, ANWEL may also disclose personal information:

- a. with your express or implied consent
- b. when required or authorised by law
- c. to an enforcement body when reasonably necessary

- d. to lessen or prevent a threat to an individual or public health or safety
- e. on the ANWEL website.

When users visit the ANWEL website, our systems may record certain information about their use of the site, including the web pages visited and the time and date of their visit. ANWEL uses this information to help analyse and improve the performance of the ANWEL website.

In addition, we may use 'cookies' on the ANWEL website. Cookies are small text files that help a website to remember the preferences of users to improve the experience of using that website. In some cases, the cookies that we use may collect some personal information. ANWEL will treat this information in the same way as other personal information we collect. You are free to disable cookies on your internet browser to prevent this information being collected; however, you may lose the benefit of an enhanced website experience that the use of cookies may offer.

Websites linked to the ANWEL website are not subject to ANWEL's privacy standards, policies or procedures. ANWEL does not take any responsibility for the collection, use, disclosure or security of any personal information that you provide to a third party website.

5. Accessing and seeking correction of information held by ANWEL

ANWEL will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly.

ANWEL also relies on Affiliates and volunteers to enter data and make their best endeavours to ensure data is accurately recorded.

We encourage all users to regularly review and update their personal information on the Nominate or other relevant databases.

Individuals may also request access to their personal information held by us by making a request via the contact details set out below. We will respond to your request for access within 14 days and endeavour to provide the requested information within 30 days. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will see that it is corrected.

6. Resolving privacy issues and complaints

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made to anwelsecretary@anwe.org.au

We will respond to your complaint within 30 days and try to resolve it within 90 days. If we are unable to resolve your complaint within this time, or you are unhappy with

the outcome, you can contact the Office of Australian Information Commissioner via its enquiries line 1300 363 992 or website <http://www.oaic.gov.au/> to lodge a complaint.

For further information on ANWEL's management of personal information, please contact ANWEL.