

# CITROEN CLASSIC OWNERS CLUB OF AUSTRALIA INC. PRIVACY POLICY

Protecting your privacy is important to the Citroen Classic Owners Club of Australia Inc (CCOCA). The following policy statement will help you understand how CCOCA collects, uses, discloses, holds and safeguards your personal information. This policy defines our commitment to protecting the privacy of our members.

The National Privacy Principles contained in the *Privacy Act 1988* set the standard for how organisations should handle personal information. CCOCA is committed to complying with this standard.

## ***Collection of Personal Information***

### ***Why Do We Collect Personal Information?***

To become a member of CCOCA, it is necessary to collect some personal information from you.

The information collected is required to:

- Process your application and establish your membership;
- Post a copy of CCOCA's magazine "Front Drive" to you;
- Notify you of forthcoming event details and other Association information;
- Plan and run CCOCA events, and
- Satisfy any legal requirements.

### ***How Do We Collect Personal Information?***

We collect information from you by asking you to complete a membership application form when you join CCOCA. Information may also be collected when applying to attend specific events, when bookings and payments are required.

### ***Quality of Information***

We issue an annual membership renewal form to ensure that your information is accurate and up-to-date.

### ***What Sort of Personal Information Do We Collect?***

We collect your full name, address, telephone numbers, email address, joint members name and vehicle details. We also collect details of payments made by cheque and credit card.

### ***Security of Personal Information***

We take reasonable steps to protect the security of the personal information we hold from misuse, loss, unauthorised access, modification or disclosure. Access to your information may be provided to those who need it to conduct their Association responsibilities and to comply with the rules of CCOCA. Committee members and support officers are provided with a complete list of members and their relevant details. From time-to-time, general members will be issued with a Members' Phone/Contact List.

The Members' Phone/Contact List will not, under any circumstances, be sold to commercial organisations.

Personal information such as phone numbers will not be published in Front Drive or on our Web Site without express permission of the member.

### ***Disclosure of Personal Information***

CCOCA has had a long-standing commitment to protecting the personal information of our members. This section explains the circumstances where we may disclose your information to other organisations.

CCOCA may, as permitted by the *Privacy Act 1988*, disclose your information where it is necessary in an emergency or where CCOCA is required or authorised by law [eg. legislation or a legal order] to disclose it.

### ***How Long Do We Keep Information?***

We will keep information for as long as you are a member of CCOCA. We will retain information for two years after you cease to be a member.

### ***Your Rights of Access and Correction***

You may contact CCOCA's Secretary at any time to request details of any personal information we hold about you or if you wish to change or correct it. This can be done by sending an email to [secretary@citroenclassic.org.au](mailto:secretary@citroenclassic.org.au) or write to:

The Secretary, CCOCA, PO Box 52, Balwyn VIC 3103.

### ***How to Complain About a Possible Breach of Privacy***

If you feel that your privacy has been breached, write to CCOCA's Secretary at the above address. CCOCA's Committee will investigate and respond to your privacy complaint within a reasonable time.