

POLICY

TITLE: Privacy Policy

RELATED DOCUMENTS/POLICIES:

Kiteboarding Australia Member Protection Policy
Kiteboarding Australia Privacy Policy
Code of Conduct

APPLICABILITY: All members of Kiteboarding Western Australia Inc

APPROVAL: Motion to accept this document revision was moved, seconded and carried by the board of Kiteboarding Western Australia Inc during a meeting on 19 October 2021.

DOCUMENT NUMBER: KWA-POL-001

REVISION: 1.0

APPROVED:

Title	Electronically signed	Date (yyyy-mm-dd)
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REVISION LOG:

Version	Date (dd/mm/yyyy)	Description of Changes
1.0	22/10/2021	Initial Release

1. Privacy Policy

This policy demonstrates Kiteboarding Western Australia Inc.'s commitment to ensuring privacy for its members and users of Kiteboarding Western Australia Inc's webpages.

By interacting or communicating with Kiteboarding Western Australia Inc or by using their website, you consent to their approach, statements and data practices outlined in this privacy policy.

2. Our approach to privacy

Kiteboarding Western Australia Inc are committed to protecting the privacy of their members and other stakeholders (volunteers, event participants, schools, clubs, committee members, councils, contractors, commercial businesses, etc.), as well as privacy and the confidentiality of personal or commercial information in general. The following statements relate to Kiteboarding Western Australia Inc interaction and communication with their stakeholders and service provision via their website or other developing technologies.

3. Collection of your personal information

Kiteboarding Western Australia Inc members

Kiteboarding Australia in conjunction with Kiteboarding Western Australia Inc. collects information during application for membership, which is used for statistical analysis and system administration purposes. The information collected is:

- name,
- email,
- home or work address, and
- kiteboarding habits.

We also collect anonymous demographic information, which is not unique to you, such as your

- post code,
- age,
- gender,
- preferences, interests, and favourites.

Statistical reports only use aggregate data (e.g. no personal names). Names are used only to enable a personalized communications and confirmation of membership for event entries. Email addresses are used only for communications in accordance with Kiteboarding Western Australia Inc.'s Communication Policy.

Kiteboarding Western Australia Inc website and messaging board users

There is also information about your computer hardware and software that is automatically collected by Kiteboarding Western Australia Inc. This information can include:

- the IP address of your Internet Service Provider,
- the browser type used.
- the date and time of the visit to the site,
- the pages accessed and documents downloaded,
- domain names, and
- the referring websites.

The information may be used by us for the operation of our services, to maintain quality of the service, and to provide general statistics regarding use of the websites.

Kiteboarding Western Australia Inc stakeholders

Kiteboarding Western Australia Inc. may collect information during interaction and communication with their stakeholders which is used for administrative and process purposes. The information collected and used may consist of the following:

- name,
- email,
- phone number,
- residential/commercial address, and/or
- purpose and nature of the interaction or communication.

Use of Cookies

The Kiteboarding Western Australia Inc. websites use “cookies” to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize our web pages, or register with our website or services, a cookie helps us to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same website, the information you previously provided can be retrieved, so you can easily use our website features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of our web services or websites you visit.

4. Use of information

Kiteboarding Western Australia Inc. collects and uses your personal information to provide the best possible service to their members, to operate their website and to deliver the services you have requested. We also use your personally identifiable information to inform you of other products or services available from Kiteboarding Western Australia Inc. and its affiliates. We may also contact you via surveys to conduct research about your opinion of current services, of potential new services that may be offered, or in relation to concerns of kiteboarding in general.

Kiteboarding Western Australia Inc does not sell, rent, or lease its members, clients, stakeholders, or customer lists to third parties. We may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, we may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to Kiteboarding Western Australia Inc, and they are required to maintain the confidentiality of your information in line with this policy.

Kiteboarding Western Australia Inc does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

Kiteboarding Western Australia Inc keeps track of the websites and pages our customers visit within our family of webpages, in order to determine which services of Kiteboarding Western Australia Inc are the most popular. This data is used to deliver customized content and advertising within Kiteboarding Western Australia Inc's webpages and internet presence to customers whose behaviour indicates that they are interested in a particular subject area.

5. Identification & disclosure of information

Identification of users

No attempt will be made to identify users through their browsing activities on Kiteboarding Western Australia Inc. webpages except where authorized by law, for example, in the unlikely event of an investigation where a law enforcement agency may exercise a warrant to inspect our service provider's logs.

Disclosure of information

Kiteboarding Western Australia Inc. will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to either:

- conform to the edicts of the law or comply with legal process served on Kiteboarding Western Australia Inc or their family of webpages;
- protect and defend the rights or property of Kiteboarding Western Australia Inc; or to
- act under exigent circumstances to protect the personal safety of Kiteboarding Western Australia Inc members or users of Kiteboarding Western Australia Inc webpages, or the public.

Message boards

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through Kiteboarding Western Australia Inc public message boards, this information may be collected and used by others.

6. Data quality and data security

Every effort is made to ensure that personal information collected, used or disclosed is accurate, complete and up-to-date. We endeavour to secure information transmitted Kiteboarding Western Australia Inc per letter, via email, over the phone, in person, or via our websites and over the internet.

Kiteboarding Western Australia Inc secure your personal information from unauthorized access, use or disclosure. Kiteboarding Western Australia Inc secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. However, given the nature of the internet, there is a possibility that some of this information could be accessed by a third-party during transmission or during storage.

When personal information (such as a credit card number) is transmitted from our websites to other websites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

Our websites contain links to other websites, affiliated and non-affiliated. While we take care in linking to other websites, Kiteboarding Western Australia Inc's has no control over those websites.

Kiteboarding Western Australia Inc encourages you to review the privacy statements of websites you choose to link to from our websites and electronic content, so that you can understand how those websites collect, use and share your information. Kiteboarding Western Australia Inc is not responsible for the privacy statements, security or other content on websites outside of the Kiteboarding Western Australia Inc and Kiteboarding Western Australia Inc family of websites.

7. Concerns and complaints

The Kiteboarding Western Australia Inc contact person for concerns or complaints in relation to your privacy in interaction with Kiteboarding Western Australia Inc or implementation of this policy is the President of the board of Kiteboarding Western Australia Inc. They can be contacted at

President of Kiteboarding Western Australia Inc: president@kiteboardingwa.org.au.