

PRIVACY POLICY STATEMENT – WEBSITE

1. What is the JDCA?

i) The Jaguar Drivers Club of Australia Ltd (JDCA) is a Not-for-Profit Company (Club) Limited by Guarantee not having Share Capital and by license that was in force immediately before 1 July 1998, allowed to omit “Limited” from its name (ACN 000 620 191 ABN 14 000 620 191).

ii) The JDCA is a democratically formed Company (Club) made up of a constitutionally elected Executive that constitutes the Board of Directors of the Club. Members of the Executive together with other elected or appointed members form an advisory Committee.

2. The objects for which the Club (Company) is established are:

i) to organise, promote and conduct social, sporting, Concours and other motoring activities;

ii) to develop and support interest in motoring and motor sport including the enjoyment, preservation and restoration of cars of the Marque where “Marque” is defined as cars manufactured as “SS”, SS Jaguar, Jaguar, Daimler (being those cars bearing the name “Daimler” manufactured by Jaguar Cars Limited) and other cars fitted with engines manufactured by Jaguar Cars Limited;

iii) to promote responsible driving standards of an optimal level in all Club events including competitive events and on public roads;

iv) to facilitate the provision of technical and historical advice concerning the Marque to members;

v) to print and publish magazines, newspapers, periodicals, books or leaflets required for the promotion of the Club’s objects;

vi) to maintain an Archive of the Club’s history and a Library of the Marque and motoring related publications both printed and electronic;

vii) to facilitate the issuance of concessional Vehicle Registration permits for qualifying Club members’ vehicles;

viii) to do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club;

ix) to provide by Rules or in any manner and to the extent permitted by law for the government of the Club and the management of its affairs and the exercise of the powers of the Club;

x) to encourage members to minimise as much as possible the environmental footprint of motor activities conducted by the Club; and

xi) to foster and promote charitable objects within the community as decided by the Committee from time to time.

3. Collecting your personal information.

The JDCA understands that members may have concerns about their privacy and the confidentiality and the security of information that JDCA may obtain about them.

JDCA policy is to protect members’ privacy and personal information that it may collect from time to time.

JDCA has undertaken to comply with the requirements of the Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000.

Personal information is collected by the JDCA for the primary purpose of membership requirements and/or competition purposes. The JDCA collects details such as your name, address, telephone and facsimile numbers, email addresses, gender, age, details of your Jaguar motor vehicles and other vehicles pertaining to Concessional Registration, etc.

A hard copy file containing the member's application and entry details is retained in a secure location in accordance with the Privacy Act and for a further minimum of seven years in accordance with current Federal and State legislation governing document retention.

4. What if you do not provide the personal information we require?

Failure to provide the information sought by the JDCA for the purposes detailed may not enable the organisation to complete the membership process or any specific service requested. i.e. JDCA may not be able to include you in an event you may have entered or assign benefits to you as a member.

5. How does the JDCA secure your personal information?

To prevent any unauthorised access to your information, the JDCA has installed computer and network security, including encryption and password protection processes.

Only committee members authorised by a sanctioned proposal by the Committee have access to the data file information.

Hard copies of any information may be stored in Committee member's homes or equivalent off site secured storage areas.

6. To whom do we disclose your personal information?

A member's personal information will only be used or disclosed by the JDCA as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate the JDCA delivering better services and benefits to its members, relevant personal information that has been collected may be shared with Committee members (e.g. Register Secretaries) and the Australian Council of Jaguar Clubs.

Further, to conduct JDCA operations, the JDCA occasionally engages independent operators and parties. Accordingly, some this information may be used or disclosed in part by JDCA to:

- i) enable mail contractors to deliver documents and communications to members;
- ii) a debt collection agency for financial default purposes;
- iii) send direct mail to members with news of special offers or the availability of new products, services, Club events and runs or other motoring activities;
- iv) external advisors, including the associations representative body for the purposes of outsourcing the processing and servicing of member cheques and the processing of member credit card payments; and
- v) other professionals such as Legal, Accounting or Auditors for the purpose of obtaining specific advice to assist in the management of the Club

The JDCA may also be required to disclose your personal information to law enforcement agencies and other government instrumentalities acting in the lawful execution of their duties.

7. Withdrawing your consent.

If you do not consent to any of the disclosures above then you can write and advise the JDCA at its office address or contact the JDCA by telephoning the Membership Secretary as detailed in The Australian Jaguar Driver Magazine. The JDCA will then ensure that your personal information is not used for this purpose. This exemption cannot apply where the JDCA is required by law to provide such disclosure.

If you do not object to the uses or disclosures as stated above, the JDCA will accept this as having received your express consent.

8. What if you wish to access your personal information?

Members may, upon request, access the personal information about themselves which the JDCA has obtained from membership application forms (etc as drafted). To the extent possible, the JDCA will let you access your personal information. However, there are times where the organisation is not in position to do so (e.g. where it would be unlawful to do so). If the JDCA denies you access to this information, the JDCA will notify you of this refusal and the basis for it.

To cover administration costs of providing access to your personal information a charge may be applied. At the time of compiling this version of the Policy no charge applies.

To arrange access, please make your request to the Membership Secretary via the address detailed above.

9. What if you wish to change some of the personal information held?

The JDCA endeavours to ensure that personal information held is accurate, complete and up-to-date. Where you believe that personal information held by the JDCA is not accurate, complete or up-to-date, then you can either update your information on the Club's website (www.jaguar.org.au) or advise the JDCA through the Membership Secretary and every effort will be made to correct the information.

10. Web site security and privacy.

The use of the Internet allows the JDCA to provide services that members can access when it is convenient for them from wherever they have Internet access.

We appreciate that members may have concerns about the confidentiality and security of the personal information that we may collect about them online. In recognition of members' possible concerns, we have implemented systems to ensure that our online dealings with members are as secure and confidential as members' dealings with us in person, or on the telephone.

The JDCA website (www.jaguar.org.au) uses cookies to improve site visitors' experience. These cookies include storing shopping cart information, user login sessions, and email campaign tracking. For more information on cookies, see *What Are Cookies? Computer Cookies Explained* (<http://www.whatarecookies.com>).

Two types of cookies are used:-

- i) Those that are required. These cookies are necessary for full website functionality and cannot be disabled.
- ii) Performance and tracking.

For a full list of cookies, see <http://forums.adobe.com/docs/DOC-2506>

By researching how our website members use the site, we are able to make continual improvements to the website's features.

11. What if you wish to lodge a complaint?

For any purpose associated with privacy matters including the lodgement of a complaint, the JDCA can be contacted through the Secretary. Your call or correspondence will be directed to the officer appointed by us to deal with your enquiry or complaint.

Copies of this privacy policy are available without charge from the JDCA or can be mailed by phoning the Secretary on the telephone number recorded in The Australian Jaguar Driver magazine. This policy is also available on our website (www.jaguar.org.au).

This Privacy Statement was last amended on 22 May 2014.