

Privacy Policy

Event Secretary Pty Ltd

1. We respect your privacy
 - 1.1. Event Secretary Pty Ltd respects your right to privacy and is committed to safeguarding the privacy of our customers and website visitors. We adhere to the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). The policy sets out how we collect and treat your personal information.
 - 1.2. "Personal information" is information we hold which is identifiable as being about you. This includes your name, age, address, contact details, horse's name, club membership details and association membership details.
2. Collection of personal information
 - 2.1. Event Secretary Pty Ltd will, from time to time, receive and store personal information you enter onto our website, provided to us directly or given to us in other forms.
 - 2.2. You may provide basic information such as your name, age, address, contact details, horse's name, club membership details and association membership details.
 - 2.3. Additionally, we may collect any other information you provide while interacting with us such as medical conditions.
 - 2.4. Online payment is handled by PayPal, EventSecretary will only provide the amount required and your reference number to PayPal. PayPal will only return the receipt for payment. At no time are any Credit Card details managed or transferred by EventSecretary.
3. How we collect your personal information
 - 3.1. Event Secretary Pty Ltd collects personal information from you in a variety of ways, including when you interact with us electronically or in person, when you access our website and when we provide our services to you. We may receive personal information from third parties. If we do, we will protect it as set out in the Privacy Policy.
4. Use of your personal information
 - 4.1. Event Secretary Pty Ltd may use personal information collected from you to provide you with information and updates regarding the events you have entered. We will also use this information to create the draw for events you have entered. It may also be used to allocate yards, campsites, teams or clinic groups etc. In the case of an emergency your emergency contact will be contacted using this information. If there are queries regarding results of the event or you have left the venue before collecting a prize then you may also be contacted using this information.
 - 4.2. Event Secretary Pty Ltd may contact you by email, sms or telephone.
5. Disclosure of your personal information
 - 5.1. We may disclose your personal information to the organiser of an event or any of our employees. Personal information may be supplied to a third party such as an event official when it is required for the delivery of our services.
 - 5.2. We may from time to time need to disclose personal information to comply with a legal requirement, such as a law regulation, court order, subpoena, warrant, in the course of a legal proceeding or in response to a law enforcement agency request.
 - 5.3. By providing us with personal information, you consent to the terms of this Privacy Policy and the types of disclosure covered by this Policy. Where we disclose your personal information to third parties, we will request that the third party follow this Policy regarding handling your personal information.
6. Security of your personal information
 - 6.1. Event Secretary Pty Ltd is committed to ensuring that the information you provide to us is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable

physical, electronic and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.

- 6.2. The transmission and exchange of information is carried out at your own risk. We cannot guarantee the security of any information that you transmit to us, or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that personal information that we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.
7. Access to your personal information
 - 7.1. You may request details of personal information that we hold about you in accordance with the provisions of the Privacy Act 1988 (Cth). If you would like a copy of the information, which we hold about you or believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please email us at office@eventsecretary.com.au.
8. Complaints about privacy
 - 8.1. If you have any complaints about our privacy practices, please feel free to send in details of your complaints to office@eventsecretary.com.au. We take complaints seriously and will respond shortly after receiving written notice of your complaint.
9. Changes to Privacy Policy
 - 9.1. Please be aware that we may change this Privacy policy in the future. We may modify this Policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on our website. Please check back from time to time to review our Privacy Policy.
10. Website
 - 10.1. When you visit our website
 - 10.1.1. When you come to our website (eventsecretary.com.au) we may collect certain information such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.
 - 10.2. Cookies
 - 10.2.1. We may from time to time use cookies on our website. Cookies are very small files which a website uses to identify you when you come back to the site and to store details about your use of the site. Cookies are not malicious programs that access or damage your computer. Most web browsers automatically accept cookies but you can choose to reject cookies by changing your browser settings. However, this will prevent you from creating orders on our website.
 - 10.3. Third party sites
 - 10.3.1. Our site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that Event Secretary Pty Ltd is not responsible for the privacy practices of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personal identifiable information.