



1.0 PRIVACY POLICY – Australian Privacy Principles March 2014

Newcastle Jockey Club Limited (NJC) is committed to establishing and maintaining a framework for the collection, use and disclosure, security, access and correction of the Private Information it collect, uses and disclose, by complying with its obligations under the *Privacy Act 1988 and Australian Privacy Principles (APP) 2014*.

NJC collects information in order to comply with the APP 1-13 requirements specific to the:

- processing of employee and potential employee information
- processing of membership applications
- meeting of statutory requirements as per regulatory body Racing NSW guidelines and objectives conducive to the promotion, strategic development and welfare of the horse racing industry in NSW
- contacting members and visitors about events and activities planned by the club
- promoting its products, services, sponsors and partners

In addition NJC collects, uses and discloses, holds and destroys Private information related to its functions and activities inclusive:

- ticketing, facilities and dining
- marketing
- racecourse operations
- events
- competitions
- customer service
- newsletter subscription

Personal information collected, how it is used and the purpose of collection in keeping with the APP 1-13 is detailed in the table attached (Page 3).

2.0 PURPOSE

The purpose of the NJC Privacy Policy is to comply with the objectives of the Privacy Act 1988 which regulates the collection, storage, quality, use and disclosure of personal information.

NJC complies with the APP 2014 and continually works toward ensuring such steps are taken as are reasonable to protect the information that the club holds from misuse, interference, loss, unauthorised access, modification or disclosure.

3.0 ACCESS TO PRIVATE INFORMATION

Requests for access or correction to Private Information held by NJC should be made to the Executive Assistant by telephone on 02 4961 1573 or by writing to:

Executive Assistant to the Chief Executive
Newcastle Jockey Club
PO Box 30
Broadmeadow NSW 2292

4.0 COMPLAIN ABOUT A BREACH OF THE AUSTRALIAN PRIVACY PRINCIPLES

You may contact the Executive Assistant to discuss any concerns over our handling of your Private Information by calling P: hjo02 4961 1573 or emailing reception@njc.com.au.

Alternately you may lodge a complaint in writing with the Executive Assistant by completing a Privacy Complaint Form (example attached at Page 6).

The Executive Assistant will consider all complaints objectively and will:

- Acknowledge receipt of complaint in writing
- Conduct an initial assessment of the complaint
- Investigate or engage an appropriate investigator to investigate the complaint
- Make a determination as to whether NJC has breached an Australian Privacy Principle
- Consider a remedy or action to be taken and
- Communicate the decision to the person making the complaint within 30 days of receiving the complaint (where possible)

5.0 APPENDICES

1. Page 3 – Collection and Use of Personal Information by NJC
2. Page 6 – Privacy Complaint Form example

UPDATE June 2020

6.0 COVID-19

In response to the ongoing risks of the Coronavirus pandemic (COVID-19) the Minister for Health and Medical research has made a number of Orders under Section 7 of the Public Health Act in line with the gradual lifting of restrictions.

Where it is a restriction or condition of the current public health order a person or entity who is required to record information must:

- record and keep the name and contact details (either a phone number or email address) of every person including staff, customers and contractors, entering their premises for a period of at least 28 days
- ensure the information recorded is stored confidentially and securely and only used for the purpose of tracing COVID-19 infections
- on request, provide the information to the Chief Health Officer

Kinds of Personal Information Collected	How the Personal Information is collected	Purpose for which the Personal Information is collected	How the Personal Information is disclosed (with consent where required)	Will the Personal Information be disclosed overseas
Public Health Order COVID19				
Name and phone number or email address	Entry and Exit registers	For provision to Chief Health Officer for tracking of COVID-19 infections	May be disclosed to Chief Health Officer only	No
Recruitment				
Name, contact details, work history, references	CV and cover letter	To determine suitability for the interview process	Reference checks and HR process staff	Not unless otherwise stated
NJC Membership				
Name, address, date of birth, contact details, occupation, membership of other clubs and associated disciplinary action convictions, bankruptcy status, proposer and seconders contact details.	Membership Application Forms	Invitations to events, AGM and associated member notices, direct marketing of promotions and special offers	May be disclosed to third-party data analysis companies and companies who provide goods and services specific to NJC including printing, advertising and ticketing	Not unless otherwise stated
NJC Race day ticketing, facilities and dining				
Members contact details, guest name and contact details, payment credit card	Booking facilities race day tickets, parking, function bookings and dining bookings	To facilitate ticketing and bookings	May be disclosed to third-party data analysis companies and companies who provide goods and services specific to NJC including printing, advertising and ticketing	Not unless otherwise stated
General Admission				
Customer and other guests name and contact details	Via NJC or a third party ticketing company engaged by NJC to sell race day tickets	To facilitate ticketing and venue bookings	May be used for direct marketing specific to NJC Events	Not unless otherwise stated
Marketing				
Images/photographs	Official NJC endorsed photographers operating in public areas during race days and Events	To promote NJC membership and ticket sales	May be used on promotional material and in the media	Not unless otherwise stated

Kinds of Personal Information Collected	How the Personal Information is collected	Purpose for which the Personal Information is collected	How the Personal Information is disclosed (with consent where required)	Will the Personal Information be disclosed overseas
Competitions				
Race Day race book competitions	Entry Forms provided in race books on the day	To facilitate the draw	May be used for direct marketing specific to NJC Events	Not unless otherwise stated
Fashions on the field entry forms	Competition registration	May be used for direct marketing	May be disclosed on our website and in NJC Newsletter and promotional material	Not unless otherwise stated
NJC Racecourse Operations				
Trainer and Bookmaker name, contact details, Currency Certificate/s and Racing NSW Licence/Registration number and expiration date	NJC Application to Train/Operate form	To confirm eligibility to Train/Operate on course	May be disclosed to Racing NSW and NJC Insurer	Not unless otherwise stated
Workplace Health and Safety				
Name, contact details, witness details, incident details, injury details	NJC Incident report	To record and investigate as required the incident, and control risks	May be used to manage and improve NJC OHS procedure	Not unless otherwise stated
Newsletter and e-news				
Name, contact details	Subscription data on NJC Membership application form, Feedback forms from Venues and Events, social media submission	To promote NJC activities and membership	May be disclosed to third-party data analysis companies and companies who provide goods and services specific to NJC including printing, advertising and ticketing	Not unless otherwise stated
Events				
Name, contact details	Customer surveys	To collect data for quality assurance, product development and direct marketing purposes	May be disclosed to third-party data analysis companies and companies who provide goods and services specific to NJC including printing, advertising and ticketing	Not unless otherwise stated

Kinds of Personal Information Collected	How the Personal Information is collected	Purpose for which the Personal Information is collected	How the Personal Information is disclosed (with consent where required)	Will the Personal Information be disclosed overseas
Employee Details				
Name, contact details, bank details, Tax File Number,	Employment contract	Establish a contractual arrangement, process payroll inclusive superannuation and entitlements	May be disclosed to a third party payroll and audit services provider	Not unless otherwise stated
NJC Board of Directors				
Name, address and contact details,	Ballot process and membership database	Compliance with NJC Constitution, ASIC and Racing NSW Information	May be disclosed to governance authorities including RacingNSW, ASIC	Not unless otherwise stated

Privacy Complaint Form

You need to read this before lodging a Privacy Complaint -

- This form will assist you to make a complaint about the handling of your personal information under the Privacy Act 1988;
- We can only consider complaints made about a person's private information from the person themselves (or an authorised representative of the person);
- Any information collected on this form may be used or disclosed for the purpose of the investigation process but only if it is relevant to the complaint;
- Allegations made about a third person's actions may be put to them;
- Write clearly so that we can get a full understanding of the issue and we are able to contact you; and
- If you require any further information or have any questions about the privacy or the complaints process, contact Newcastle Jockey Club's Executive Assistant on 02 4961 1573.

1. ABOUT YOU:

- Name and address of complainant (You)

2. APPOINT A REPRESENTATIVE TO ACT ON YOUR BEHALF:

- Name of Representative:
- Relationship of Representative to Complainant:

3. ABOUT THE ISSUE:

3.1 What Happened? Remember to include (where applicable):

- When & Where it happened
- Details of anyone involved
- What impact it had on you
- What remedy or action you are seeking

3.2 Any Attachments? Are there any documents that you Can give us that may help us Investigate?

3.3 Lodge Your Complaint – Send your complaint to Newcastle Jockey Club marked 'Private and Confidential' and addressed as per the following:

Executive Assistant
Newcastle Jockey Club
PO BOX 30
Broadmeadow NSW 2292

1. ABOUT YOU :

NAME:

ADDRESS:

2. I WANT TO APPOINT A REPRESENTATIVE ON MY BEHALF :

REPRESENTATIVES NAME :

RELATIONSHIP OF REPRESENTATIVE TO COMPLAINANT

3. ABOUT THE ISSUE:

WHAT HAPPENED:

WHEN AND WHERE:

PERSONS INVOLVED:

IMPACT ON YOU:

REMEDY OR ACTION BEING SOUGHT:

ADDITIONAL INFORMATION:

Variations

NJC reserves the right to vary, replace or terminate this policy from time to time.

Associated documents

- COVID-19 Plan

Policy version and revision information

Policy Authorised by: Matt Benson Title: CEO	Original issue: November 2017
Policy Maintained by: Jane Wood Title: Executive Assistant	Current version: 3
Review date: 1/07/2021	

Workplace participant acknowledgement

I acknowledge that:

- *receiving the NJC Policy;*
- *that I will comply with the Policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Your name:	
Signed:	
Date:	