PRIVACY POLICY

The RAS recognises the importance of privacy and is committed to protecting the information you provide to us. RAS complies with the **Australian Privacy Principles** and the purpose of this Privacy Policy is to clearly communicate to you how the RAS collects, holds, uses and disclosed personal information in accordance with the provisions as contained in the:

- *Privacy Act 1988* (Cth), and
- *Privacy Amendment (Enhancing Privacy Protection) Act 2012.*

For the purpose of this Privacy Policy the definition of the 'RAS' includes:

RAS of NSW Foundation Limited ABN 84 124 177 608; and
Royal Agricultural Society of NSW ABN 69 793 644 351
Trading as: Sydney Royal
Sydney Showground
Sydney Royal Easter Show
Australasian Animal Registry

The RAS is a not for profit entity with the principal aim of promoting, fostering and encouraging the development of agricultural pursuits. The RAS pursues this aim via the annual Sydney Royal Easter Show, conducting the Sydney Royal Fine Food and Wine Shows, and acts as a venue for the holding of events such as festivals, exhibitions, conferences, entertainment activities and functions.

The RAS also manages the RAS of NSW Foundation which operates for the purpose of granting funds to education, sustainable agriculture and rural projects in accordance with the overarching framework of the mission, values and purposes of the RAS.

By providing personal information to the RAS and by having access to this Privacy Policy, you consent to the RAS collecting, holding, using and disclosing personal information in accordance with this policy.

The Purpose of the Collection

The RAS will provide a 'Collection Statement' at the point of collection informing you of the reason why the information is being collected. The point of collection is usually an Entry Form, Registration Form, online or in person. The information collected will be used for the primary purpose detailed in the Collection Statement, and any secondary purpose to which you have consented. The RAS will not disclose information for another purpose unless you have consented to the disclosure in the normal course of the service or good we are providing to you, or unless it is required to be disclosed by law.

In some instances, the RAS uses contractors and suppliers to provide the service to which you have consented, which will require disclosure of your personal information to these third parties. The third parties used are also bound by the Australian Privacy Principles, or if they are an international company, are bound by contract to adhere to the Australian Privacy Principles in order to protect the information.

Access, Amendments and Complaints

Access to this Privacy Policy is free, it is available online at:
www.rasnsw.com.au,
www.sydneyshowground.com.au
www.sydneyroyal.com.au.

You may also request a hardcopy of the Privacy Policy by contacting our Privacy Officer. You can request access to and alteration of personal information concerning yourself in accordance with the Privacy Laws. You may contact the RAS Privacy Officer by the following methods:

Telephone (02) 9704 1111
Mail RAS Locked Bag 4317, Sydney Olympic Park NSW 2127.
Email privacy@rasnsw.com.au

You can request that your personal information be corrected. You can also request that your account be deleted. You may contact us at any time to request to opt out of any electronic, telephone or other form of direct marking. There will be an 'Opt Out' link at the bottom of each email.

The Privacy Officer will deal with all initial queries and complaints. If you are not content with the way in which our Privacy Officer has dealt with your issue or if you have not received a response within 30 days, and you wish to lodge a formal written complaint to the General Manager. The General Manager will provide a written response to you within 30 days. You may address the matter to: General Manager, Corporate Services,
1 Showground Road, Sydney Olympic Park, 2127.

If you are not content with the response from the RAS General Manager, you may wish to raise the issue with an external complaint body such as Office of Australian Information Commissioner (OAIC).
By email enquiries@oaic.gove.au
By telephone (02) 9284 9666
By post Office of Australian Information Commissioner
GPO Box 5218,
Sydney NSW 2001

Types of Personal Information

The information you provide us may include:

(a) Personal information that is ***required*** in order to facilitate an application, purchase a product, use a particular service or participate in an activity.

(b) Personal information that is ***optional***. This information is not required but will always be directly related to the RAS's functions and activities. This information enables the RAS to improve or maintain the functions and activities we offer you.

(c) Sensitive Information that is ***required*** in order to process financial payments for example. This information will be kept only for the purpose of dealing with the transaction or matter.

Consent - You could be asked to confirm that you would like to receive updates or will agree to a particular activity. If all of the required personal information is not provided, then RAS might not be able to accept an application by an individual to participate in the competition. Where an application is made by a company entity, the company may provide the personal information of key employees or directors who are deemed to have consented to the release of their names and employment title as provided by the employer.

Pseudonyms – In circumstances where your legal name is not required, such as carnival update emails, you may use a pseudonym. However, in most cases your consent, payment or competition entry will require your legal name.

Use of Personal Information

Different departments of the RAS uses information collected for different purposes, and you consent to your information being disclosed when necessary and legal to do so in order to provide the service or good that you require.

To protect from misuse or loss, the RAS takes all reasonable steps in each case to protect the personal information provided in different circumstances. Examples of use and disclosure are as follows:

1) **Membership** – RAS is a membership society and Members details are held securely. Your information will be used to send you direct mail for RAS publications (such as the RAS Times), or RAS related promotions, events, discounts to which you have consented. Information about links to family members or commercial opportunities will be linked in your membership account, and details provided by other family members may be collected for junior and youth accounts.

2) **Sydney Showground** – Information is collected to contract with you for the hire of venues on the Showground. Information may be collected from suppliers or contractors who are providing services for the event being held. In order to run a smooth event, RAS will disclose information to other involved parties in order to efficiently coordinate the event. If you require any documents to remain confidential, please inform RAS staff and mark the documents clearly on the front page. Deposits and pre-payment of operational services are often required so we keep your financial information secure until the end of the event when the refund and settlement of your account can be made.

3) **Sydney Royal Competitions** – The competitions for the Easter Show and Fine Food and Wine Shows will all require personal information to be collected in order to hold the competition, assess entries, create event timetables and schedules, to run the competition and provide prize money cheques to the winners. During the competitions your personal information will be listed in competition schedules and displayed on the internet. Winners of competitions may be interviewed and your details will be kept in the RAS archives and kept in the History Centre.

4) **Sydney Royal Easter Show** – In addition to the Sydney Royal Competitions held, there are many contractors, commercial exhibitors and carnival licensees who need to provide personal information in order for the RAS to contract with you. Most transactions require payment in which your legal name will be required. RAS will hold your information securely and restrict access to only those who are involved in the transaction. Your information may be disclosed to third party contractors or suppliers who need to contact you for Easter Show related services to be provided.

5) **Australasian Animal Registry (AAR)** – The AAR database is held for the purpose of matching micro-chip numbers implanted in animals with the personal information of person who is either the legal owner of the animal, or the person who is responsible for the daily care and control of the animal. The AAR database is not a register of proprietary ownership. RAS will disclose this information to Councils, government agencies or animal welfare organisations such as the RSPCA, who are trying to re-unite the animal with its owner. Disclosure may also be required by law, to trace the owners of a dangerous dog for example.

6) **RAS of NSW Foundation** – The Foundation is the charitable arm of the RAS and requests for donations or details of fund raising events or projects may be sent to you. Personal details will be collected on paper forms and also through online procedures. The details of unsuccessful applicants will be held for up to 7 years and will be sent details of other opportunities for scholarships or grants. The recipients of scholarships and grants may have disclosure of their name, suburb, career and educational information disclosed as part of the conditions of the award.

7) **Other RAS Data** – The RAS Corporate Services may use your information for billing purposes, and collecting debts and may conduct credit checks on entities when appropriate. Human Resources collect personal information for recruitment purposes which will be destroyed securely after a reasonable time. The RAS may want to conduct market research to develop internal systems or upgrade processes in which your data may be used. The RAS also runs the RAS Heritage Centre in which documents and trophies which may hold your personal information will be stored and released to Members or the media as reasonably required. Cross-border disclosure may also be required for benchmarking or external storage of information, in which case having access to this Privacy Policy and providing your information is deemed to be consent to the cross-border disclosure.

The types of personal information collected in each RAS department is detailed on the following page.

Type of Information	Membership	Sydney Royal Competitions	Sydney Showground	RES Commercial	Carnival Riders Club	AAR	Foundation	Corporate Services
First Name	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Surname	Yes	Yes	Yes	Yes		Yes	Yes	Yes
Gender	Yes	Yes	Yes	Yes				
Date of Birth	Yes	Yes	As Necessary		Yes			As Necessary
Phone	Yes	Yes	Yes	Yes		Yes	Yes	Yes
Email	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Postal Address	Yes	Yes	Yes	Yes	Suburb only	Yes	Yes	Yes
Occupation		As Necessary	Yes	Yes			As Necessary	Yes
Employer		As Necessary	Yes	Yes			As Necessary	Yes
Alternate contact for Health and Safety		As Necessary	Yes	Yes				As Necessary
Credit Card	Yes	Yes	Yes	Yes		Yes	Yes	Yes
Bank Account		Yes	Yes	As Necessary			Yes	Yes
Animals under your care		Yes		As Necessary		Yes		
Password						Yes		Yes
Drivers Licence (for working with children check)		Yes		Yes				As Necessary
Details about your children/family	Yes	Yes						Yes
Alternate contact for AAR						Yes		