



Privacy Policy

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Privacy Policy

1. Introduction

The Toyota Land Cruiser Club of WA Inc (TLCCWA) is committed to protecting the privacy of its members, visitors, and event participants.

This Privacy Policy outlines how TLCCWA collect, use, store, and disclose personal information in accordance with the **Privacy Act 1988 (Cth)** and the Australian Privacy Principles (APPs).

2. What Information TLCCWA Collect

TLCCWA may collect personal information including, but not limited to:

- Full name
- Contact details (email address, phone number, postal address)
- Vehicle details (make, model, registration—where relevant to club activities)
- Emergency contact details
- Membership information and history
- Event participation details
- Payment details (processed securely via third-party providers)
- Photos and videos taken at club events
- Website usage data (via cookies or analytics tools)

3. How TLCCWA Collect Information

TLCCWA collect personal information in a variety of ways, including:

- Membership applications and renewals
- Event registrations (including visitor days and training courses)
- Direct communication (email, phone, in person)
- Website forms and QR code landing pages
- Social media interactions
- Photography and videography at club events

TLCCWA will take reasonable steps to notify individuals at or before the time personal information is collected, or as soon as practicable thereafter.

4. Why TLCCWA Collect Your Information

TLCCWA collect and use personal information to:

- Manage club membership and communications
- Organise and administer trips, training, and events
- Ensure participant safety
- Provide relevant club updates, newsletters, and promotional material
- Improve club services, events, and member experience
- Meet legal and regulatory obligations
- Sensitive information. TLCCWA may collect sensitive information where reasonably necessary for club safety and event participation (such as medical or emergency information). This information will only be collected with consent and used solely for safety and emergency purposes.
- Members may opt out of non-essential communications at any time via unsubscribe links or by contacting TLCCWA.

5. Disclosure of Personal Information

TLCCWA do not sell or rent personal information.

TLCCWA may disclose personal information to:

- Committee members and authorised club officials
- Trip leaders (for safety and coordination purposes)
- Service providers (e.g. website hosting, payment processors)
- Emergency services where required

6. Photography and Media

By participating in club events, you acknowledge that photos and videos may be taken and used for:

- Club newsletters and publications (e.g. *Twin Diffs*)
- Website and promotional materials
- Social media channels

If you do not wish to appear in media, please notify the event organiser or TLCCWA in writing.

7. Website and QR Code Data Collection

TLCCWA's website, including pages accessed via QR codes, may collect:

- IP address
- Browser type
- Pages visited
- Interaction data

This information is used for analytics and improving user experience. Cookies may be used where applicable.

8. Data Security

TLCCWA take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification, or disclosure.

These measures include:

- Secure storage systems
- Restricted access to authorised personnel
- Use of reputable third-party service providers
- In the event of a data breach likely to result in serious harm, TLCCWA will act in accordance with the Notifiable Data Breaches scheme under the Privacy Act 1988 (Cth), including notifying affected individuals and the Office of the Australian Information Commissioner where required.
- Some third-party service providers may store data outside Australia. TLCCWA will take reasonable steps to ensure such providers handle personal information in accordance with the Australian Privacy Principles where practicable.

9. Contents

You have the right to:

- Request access to your personal information
- Request corrections if your information is inaccurate or outdated

Requests can be made by contacting TLCCWA (see Section 12).

10. Retention and Deletion of Information

TLCCWA retains personal information only for as long as necessary to fulfil the purposes for which it was collected, including membership administration, event management, legal compliance, insurance requirements, and financial record keeping.

When a member resigns or becomes non-financial, their personal information will be retained for a period of up to two (2) years from the date membership ceases, unless a longer retention period is required by law or is necessary to manage outstanding financial, insurance, safety, disciplinary, or legal matters.

At the conclusion of the retention period, TLCCWA will take reasonable steps to securely delete, destroy, or de-identify personal information held in its records and systems.

Certain historical records, such as membership statistics, office bearer records, award recipients, honour rolls, trip reports, published articles, photographs, and other club archival material, may be retained indefinitely where they form part of the legitimate historical record of the club and do not contain sensitive personal information beyond that reasonably necessary for archival purposes.

11. Changes to This Policy

This Privacy Policy may be updated from time to time. The latest version will always be available on TLCCWA's website.

12. Complaint Handling

Complaints regarding privacy may be made to TLCCWA. The Club will investigate and respond within a reasonable timeframe. If unresolved, individuals may contact the Office of the Australian Information Commissioner (OAIC).

For any questions, concerns, or requests regarding this Privacy Policy or your personal information, please contact:

Toyota Land Cruiser Club of WA

Email: enquiries@tlccwa.org.au

Website: tlccwa.org.au

13. Third-Party Links

TLCCWA's website or QR code landing pages may include links to third-party websites (e.g. sponsors). TLCCWA are not responsible for the privacy practices of those websites.