



Society for Creative Anachronism Ltd (Australia)

PO Box 4160, Weston Creek ACT 2611, Australia

ABN 13 117 403 648

Website: <http://www.sca.org.au>

Email: chair@sca.org.au or secretary@sca.org.au

Privacy Statement

Purpose

This is the privacy statement of principles for SCA Ltd

Authorisation

Society for Creative Anachronism Ltd (Australia)

Guiding Principles

Information Collected

The SCAA collects the following information about members and/or participants:

- a) Membership details as filled in on the membership forms, including names, membership types and contact information.
- b) Event attendance sheets, including name and member status.
- c) Indemnity documents, including names and contact details.
- d) Addresses for newsletter and other subscriptions.
- e) Combat participant details as filled in on the combat authorisation and trainee forms.

SCA Ltd does not collect health or tax information about specific individuals. SCA Ltd does not collect or use Government or agency identifiers. Credit card payment details from membership forms are not retained.

Use and Disclosure

Except as allowed by the National Privacy Principles, specific information about individuals collected by SCA Ltd will not be disclosed by SCA Ltd to companies or organisations that are not affiliated with SCA Ltd. Collected information will be used by the SCA and its affiliated bodies as necessary for the operation and activities of SCA Ltd, including:

- a) Postage of newsletters and other subscriptions.
- b) Processing and verification of memberships and membership status.
- c) The ordinary running of SCA Ltd and group officer duties.

Event attendance sheets and indemnity forms are not used for marketing purposes.

Access to Information

Individuals wishing to update their membership details may do so by notifying the Registrar. Paper forms are stored by the collecting officer and/or their superior. The registry database is stored on the SCA Ltd webserver, with access restricted to that required in order to carry out the ordinary business of SCA Ltd and group officers. Data security for the registry system is maintained by the webserver's hosting company and the Masonry Team.

Individuals wishing to check the information stored about them may apply to the officer responsible for the specific information collected. A fee may be charged to cover the cost of providing the information to the individual.

Who maintains membership details and subscription information?

- a) Information collected on the membership form: Registrar
- b) Event Indemnities: Kingdom Constable
- c) Combat Authorisation: Kingdom Lists Officer

Anonymity

Where practical, individuals have the option of being anonymous in transactions with SCA Ltd. Note this does not include indemnities, event attendances and membership applications.

Transborder Data Flows

SCA Ltd may share information collected about individuals with its affiliated companies and organisations. These include the Society for Creative Anachronism in the USA (SCA Inc) and the Society for Creative Anachronism in New Zealand (SCANZ).

Further Information

For further information on the above policy, please contact the SCA Ltd Secretary by emailing secretary@sca.org.au or by post to:

The Secretary
Society for Creative Anachronism Ltd
PO BOX 4160
WESTON CREEK ACT 2611

Revision History

Revised: 23 December 2010
Next Revision Due: 23 December 2015
Reformatted: 8 September 2015