

Database Policy

Purpose of the policy

Pony Club Australia (PCA) and its affiliated Member States and Clubs have agreed to coordinate the collection and reporting of member, horse and activity information on a common Database.

It is recognised that the compilation of the Database is both reasonable and necessary for, amongst other things, the effective administration of the sport of Pony Club throughout Australia.

PCA's Database complies with the PCA Privacy Policy and legislative requirements governing the collection, storage, use and disclosure of personal information in the Australian Privacy Principles contained in the *Privacy Act 1988* (Commonwealth).

A copy of the PCA Privacy Policy is available [here](#)

Intellectual property

PCA has a specific agreement with a Third Party Contractor to develop the Database. The Intellectual Property Rights in the computer software used to operate the database is owned by the Third Party Contractor.

PCA retains all Intellectual Property Rights in relation to the Database of PCA and its Members and any associated information which may result from the use of the Database, including but not limited to member information.

Accordingly, it is acknowledged and agreed by all parties that PCA in its sole discretion retains the right to:

- (a) use the Database in accordance with the objects of PCA and this Policy;
- (b) sub-licence the use of, and access to, the Database to PCA Members and other affiliated bodies in accordance with this Policy;
- (c) take all necessary steps to protect the rights and value in the Database from infringement by unauthorised persons or organisations; and
- (d) make such upgrades and amendments to the Database as may be required from time to time to maintain the functionality and value of the Database for PCA and its Members.

Access to the Database

Access to the Database will be limited so that:

- (a) each affiliated Pony Club will only have access to, and the right to use, information collected by that club in respect of persons who are members of that club;
- (b) each State/Territory Pony Club association will only have access to, and the right to use, information in respect of clubs and individual members collected by that association's affiliated clubs; and
- (c) PCA will have access to, and the right to use, all information contained in the Database however it is collected. PCA will use the information for purposes such as reporting participation numbers to the ASC, quantifying the membership base in order to engage sponsors, analysing trends in participation and communicating with club members.

It is acknowledged and agreed in relation to the Database that:

- (a) each organisation entitled to access the Database must nominate designated personnel, who will be provided access on behalf of that organisation (Personnel);

- (b) each organisation entitled to access the Database must ensure that only those people performing approved roles at the national/state/zone/club level have login rights to the Database, and that these are promptly updated when roles change;
- (c) each organisation is authorised to enter information in the Database relevant to that organisation and to amend or delete that information entered by that organisation;
- (d) the Third Party Contractor is contracted under an agreement with PCA that imposes obligations in respect of confidentiality of information to which it has access by virtue of its services in relation to the Database. The Third Party Contractor has no right to use or report member information or contact members;
- (e) both PCA and the Third Party Contractor are entitled to unlimited access and editing power in respect of the entire Database;
- (f) State Pony Club Associations and clubs are responsible for entering the relevant information of each club's members into the Database, whether the information is entered by the member themselves or the State/club itself; and
- (g) PCA and State/Territory Pony Club associations may be required to directly enter information of persons not captured by associations or clubs including, but not limited to, officials, coaches and other supportstaff.

Training

It is acknowledged and agreed that the personnel using the Database must receive training in its operation prior to accessing the Database.

Each organisation entitled to access the Database must use its best endeavours to notify PCA and/or the relevant Member State within a reasonable time of changes in approved personnel and ensure new personnel receive appropriate training prior to accessing the Database.

Questions

Queries or notifications under this policy may be made to Pony Club Australia in one of the following ways:

By telephone on (03) 9596 5390

Write to: Pony Club Australia, PO Box 7128, Brighton, Vic, 3186

By email to info@ponyclubaustralia.com.au

Policy review

PCA will review and update this policy from time to time and ensure that it is appropriate for the database used by PCA, member needs and requirements of the Privacy Act. The revised policy will be posted on the PCA website.

UPDATED: November 2020