



# Victorian Duck Hunters Association (VDHA)

## Privacy Policy

1 January 2026

Victorian Duck Hunters Association (“VDHA,” “we,” “our,” or “us”) is committed to protecting the privacy of our members. This Privacy Policy explains how we collect, use, store, and disclose personal information when you sign up for or participate in VDHA.

### 1. Acknowledgement and Consent

By signing up for VDHA, you acknowledge that you have read and understood this Privacy Policy and the VDHA Code of Conduct. You consent to the collection, use, storage, and disclosure of your personal information in accordance with this policy.

You understand that your information may be shared with approved external parties, including insurance providers, where necessary to arrange insurance coverage and other member benefits. You may withdraw consent for certain uses (such as marketing communications) at any time by contacting VDHA.

### 2. Information We Collect

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

- Full name
- Date of birth
- Contact details (email address, phone number, mailing address)
- Membership details
- Demographic information (such as age range, gender, location, and participation history)
- Any additional information required to provide VDHA services, benefits, insurance coverage, or communications

We may also collect limited non-personal and aggregated information (such as statistics and usage data) to improve our services, programs, communications, and operations.

### 3. How We Collect and Hold Information

Personal information is generally collected directly from members when they apply for membership, renew membership, register for activities, or otherwise interact with VDHA.

Member information is stored securely in VDHA’s membership database, JoinIT, which uses industry-standard security measures. Access to personal information is restricted to authorised VDHA officials and administrators who require access for legitimate operational purposes.



#### **4. How We Use Your Information**

VDHA uses personal and demographic information to:

- Process and manage memberships
- Communicate with members regarding VDHA activities, events, updates, and notices
- Arrange insurance coverage and provide member benefits
- Improve VDHA programs, services, and member experience
- Conduct internal analysis, reporting, and planning
- Use aggregated or de-identified demographic information for research and strategic purposes
- Send marketing, promotional, or informational communications about VDHA events, programs, sponsors, or opportunities
- Ensure compliance with VDHA policies and the Code of Conduct
- Meet legal, regulatory, or administrative requirements

Members may opt out of marketing or promotional communications at any time by following unsubscribe instructions or contacting VDHA directly.

#### **5. Sharing of Information**

VDHA does not sell or rent personal information.

Personal information may be shared only with:

- Approved external parties, including insurance providers and affiliated associations, where necessary to arrange insurance coverage and member benefits
- Service providers assisting VDHA operations (such as communications, administration, or technology services), subject to confidentiality obligations
- Marketing or communications partners assisting VDHA for VDHA-related purposes only
- Authorities where required by law or to protect the rights, safety, or property of VDHA or others

Only information reasonably necessary for the intended purpose is disclosed.

#### **6. Overseas Disclosure**

VDHA does not normally disclose personal information to overseas recipients. There is currently no requirement or intention to share member information outside Australia.

#### **7. Storage and Security of Information**

VDHA takes reasonable steps to protect personal information from misuse, loss, unauthorised access, modification, or disclosure. Information is retained only for as long as necessary to fulfil its purpose or to meet legal and regulatory requirements.



## **8. Access and Correction**

Members may request access to their personal information or request correction if the information is inaccurate, out of date, incomplete, or misleading. Requests can be made using the contact details below, and VDHA will respond within a reasonable timeframe.

## **9. Children and Minors**

VDHA collects personal information from minors only with appropriate consent and solely for legitimate membership, participation, communication, and insurance purposes (Associate and Junior Memberships)

## **10. Privacy Complaints**

If you believe your privacy rights have been breached, you may lodge a privacy complaint by contacting:

**Email:** [secretary@vicduckhunters.com.au](mailto:secretary@vicduckhunters.com.au)

VDHA will investigate all complaints and respond within a reasonable period. If you are not satisfied with the outcome, you may refer the matter to the Office of the Australian Information Commissioner (OAIC).

## **11. Changes to This Policy**

VDHA may update this Privacy Policy from time to time. Any changes will be published with an updated effective date. Continued membership indicates acceptance of the updated policy.