

Hopp's Automotive Racing and Engineering – HARE Motorsport

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ABN: 78 316 308 976



PRIVACY STATEMENT / POLICY

Introduction

Hopp's Automotive Racing and Engineering and/or HARE Motorsport is an organisation that is bound by the National Privacy Principles (NPPs) under the *Privacy Act 1988 (as amended)*. A copy of the National Privacy Principles is available for your perusal at our premises or you may obtain a copy from the Office of the Federal Privacy Commissioner. The NPPs govern the way that we collect, use, disclose, secure and provide access to personal information.

Purpose of the Policy

Hopp's Automotive Racing and Engineering and/or HARE Motorsport takes its obligations under the *Privacy Act 1988 (as amended)* seriously. We have privacy obligations to our customers who utilise the services provided by Hopp's Automotive Racing and Engineering and/or HARE Motorsport.

Collection of Personal Information

Hopp's Automotive Racing and Engineering and/or HARE Motorsport does not collect personal information unless it is necessary for us to carry out our role as an Automotive Repairer, Automotive Engineering and Automotive Racing. We only collect personal information by means that are lawful, fair and unobtrusive. When practicable, personal information will only be collected from the individual concerned.

The type of information that Hopp's Automotive Racing and Engineering and/or HARE Motorsport collects about you will include:

- | | | | |
|---|-----------------------|------------------------|-----------------------|
| a) Name | b) Date of Birth | c) Address | d) E-Mail address |
| e) Telephone Number | f) Fax Number | g) Credit Card Details | h) Photographs |
| i) Occupation | j) Position/Job Title | k) References | l) Results from Tests |
| m) Vehicle Details | n) License Numbers | o) Signature | |
| p) Other information which may be collected when you visit our website. | | | |

Use or Disclosure of Personal Information

Hopp's Automotive Racing and Engineering and/or HARE Motorsport will only use or disclose your personal information for the primary purpose of collection, or a related purpose, or where we are required or permitted to do so by law or where you have provided consent.

In addition, Hopp's Automotive Racing and Engineering and/or HARE Motorsport uses your information when advising you about our products and services, or upcoming events at Hopp's Automotive Racing and Engineering and/or HARE Motorsport.

Hopp's Automotive Racing and Engineering and/or HARE Motorsport will not provide your personal information to any other organisation for marketing purposes without your consent.

Data Quality and Security

Hopp's Automotive Racing and Engineering and/or HARE Motorsport will endeavour to ensure that the personal information we hold about you is complete, accurate and up to date. In order to assist us to achieve this, it is important that you advise Hopp's Automotive Racing and Engineering and/or HARE Motorsport when your details change.

Proprietor: Michael Hopp AIAME, ASAE, Stud.IEAust
Address: P.O. Box 105, Highett, VIC, 3190
Phone: 0419 515 595
Fax: (03) 9763 5326
ABN: 78 316 308 976

Internet Site: www.ozemail.com.au/~harerace
E-Mail: harerace@ozemail.com.au
Motor Mechanic Licence Number: 2528 20 701 095079
Air-Conditioning Licence: AP\011843

Hopp's Automotive Racing and Engineering and/or HARE Motorsport will also take all reasonable steps to protect personal information from loss, misuse, or unauthorised access.

Access to your personal information

Hopp's Automotive Racing and Engineering and/or HARE Motorsport will, in the appropriate circumstances, provide access to the personal information that we hold about you. Access may involve permitting you to inspect or take notes or make photocopies of your personal information.

Request for access to your personal information should be in writing to Hopp's Automotive Racing and Engineering and/or HARE Motorsport.

To obtain access you will have to provide proof of your identity. This is necessary so that Hopp's Automotive Racing and Engineering and/or HARE Motorsport can ensure that your personal information is not disclosed to any other person.

In some circumstances, Hopp's Automotive Racing and Engineering and/or HARE Motorsport may not be able to provide access to your personal information. If this occurs, we will provide you with a written explanation.

There is generally no fee for access to personal information. However in some cases a reasonable fee may be charged in order to recover costs if information has to be retrieved from archives or a large quantity of information has been requested.

Hopp's Automotive Racing and Engineering and/or HARE Motorsport will respond to all requests for access within 14 days.

Complaint Process

If you have any concerns about the way your personal information has been managed by Hopp's Automotive Racing and Engineering and/or HARE Motorsport, you may make a complaint in writing and mail to:

Hopp's Automotive Racing and Engineering
PO Box 105
Highett VIC 3190
Ph: 0419 515 595

All complaints will be referred to Hopp's Automotive Racing and Engineering and/or HARE Motorsport Owner and an investigation will be commenced within 14 days of receiving your complaint. If Hopp's Automotive Racing and Engineering and/or HARE Motorsport has not handled your personal information in a way that is consistent with the NPPs then we will take steps to remedy this immediately.