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ARCHERY AUSTRALIA MEMBERSHIP DATABASE Confidentiality / Privacy Agreement

I hereby acknowledge that I understand that my use of the Archery Australia Membership Database and associated systems is under the following conditions;

- All information viewed or downloaded from the system shall be kept strictly confidential and will only be used to allow me to carryout the duties assigned to me by Archery Australia
- Shall keep my password secure and not allow anyone else to use it
- If I believe that my password has or may have been compromised then I will notify Archery Australia immediately to have it reset
- Any computer that I use to access the system shall have;

A password protected at the log on stage or start up

Up to date antivirus software

Connection only to a secure Internet connection

- Any printed material which contains sensitive information - names, addresses, contact details, etc - shall be shredded or otherwise securely destroyed prior to disposal when it is no longer required or upon my cessation in the role assigned by Archery Australia that required my access to it
- Any files stored electronically containing the above sensitive information shall be deleted when either no longer required or upon my cessation in the role assigned by Archery Australia that required my access to it

I understand and agree to these conditions,

NAME: _____

Signed: _____

Date _____

Return to Archery Australia P.O. Box 54, Panania NSW 2213

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