



ARCHERS DIARY

Event Management and Recording Software Confidentiality / Privacy Agreement

I hereby acknowledge that I understand that my use of the Archers Diary event management and recording software and any 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 my Club, RGB or Archery Australia.
- I 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 Archers Diary 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 my Club, RGB or 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 my Club, RGB or Archery Australia that required my access to it I understand and agree to these conditions.

I understand and agree to these conditions,

Name:

Signed:

Date:

Return completed form to –

Archery Australia

P.O. Box 32,

Sydney Markets NSW 2129

Or Email info@archery.org.au