



Approved Forms Policy

Greyhounds Queensland Limited

Albion Park Raceway
Breakfast Creek Qld 4010

PO Box 250
Albion Qld 4010

Phone: 07 3262 7800
Fax: 07 3262 7809

Website: www.greyhoundqueensland.com.au

Email: gql@greyhoundsqueensland.com.au



COMMENCEMENT DATE

This policy comes into effect on 30 March 2006.

PURPOSE

The *Racing Act 2002* authorises Greyhounds Queensland Limited (GQL) to make policies for the sound management of the greyhound racing industry. Section 81 (w) of the Act requires GQL to make a policy on the forms GQL approves for the administration of greyhound racing.

Forms are important in the efficient and effective administration of the industry. It is in the public interest and the interest of the industry that GQL forms assist the administration of the industry. To do this the approved forms should:

- Be easy to understand and use
- Seek only relevant information
- Be stored on an accurate and efficient data base
- Protect the privacy of the individuals who provide information
- Be reviewed regularly.

Sections 344-346 of the Act provide for applicants to lodge approved forms electronically and for GQL to send notices to applicants electronically.

The purpose of this policy is to help ensure GQL administers the industry efficiently and to assure industry participants that administration is efficient, that information sought is relevant and that information provided is secure.

POLICY STATEMENT

GQL will use an efficient and effective data management system to collect and store information it requires to administer the greyhound racing industry.

Integral to this system will be properly designed forms that are easy to understand and use. Forms will be written in plain English and will carry the GQL logo.

Forms will request only relevant information. Where personal information is required, forms will explain the reason this information is required and state that personal information will not be used inappropriately.



Information supplied may be passed to third parties with bona fide industry connections. Where an applicant does not consent to the disclosure of information to such third parties an applicant may make written application for non-disclosure to GQL, which may, subject to the *Privacy Act 1988*, treat the application as it thinks fit. Where required by law some personal information can be disclosed to agencies without consent.

GQL will accept forms lodged in hard copy or electronically.

GQL may, when expedient, accept the lodgement of required information in a form other than in an approved form.

GQL will ensure that information from forms is recorded accurately on its database and can be retrieved efficiently.

GQL will protect the privacy of individuals who lodge forms by not divulging personal information inappropriately.

GQL will review its forms each year to ensure they continue to meet the high standards this policy aims to achieve.

APPLICATION

This policy applies to GQL and the people and organisations that lodge forms with it.

DEFINITIONS

“approved form” – a form in the format and for the purpose approved by GQL. An approved form can be in the form of hard copy or electronic copy.

“electronic lodgement” – lodgement of an approved form with GQL by electronic means, that is via facsimile, email or the GQL website.

PROCEDURES

Roles and responsibilities



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GQL department managers are responsible for authorising all forms originating from their departments and ensuring these forms comply with this policy.

GQL database administrator is responsible for ensuring information from forms is recorded accurately and held securely.

All GQL employees are responsible for ensuring information on the organisation's databank is not divulged inappropriately.

Review

This policy will be reviewed after two year's operation from its commencement.

This policy was reviewed by the GQL Board on 3 March 2008, with the policy to be reviewed within two years of this date or earlier as determined by GQL Board.

Rules of racing

GQL rules of greyhound racing provide for the application of this policy

GQL forms are required for applicants to make applications under the Racing Act 2002 and the rules of greyhound racing.

Authority and other information

This policy was issued by GQL on 30 March 2006 pursuant to the powers vested in the GQL by the *Racing Act 2002*.