

PRIVACY POLICY – SUMMARY STATEMENT

What this statement is about

Woonona Bulli RSL Memorial Club (the 'Club') appreciates the importance of protecting the privacy of our members.

The purpose of the summary statement is to clearly and simply explain how the Club uses, secures and disposes of the personal information of collected from its members

The Club is committed to ensuring that all personal information collected from our members is treated in a way that complies with the Privacy Act 1988 and the Australian Privacy Principles.

Why we collect personal Information

The Club collects personal information that is necessary for the Club's functions or purposes.

The Club is also required to collect personal information by law. For example, in order to comply with the Registered Clubs Act and Work, Health and Safety regulations.

How we collect personal Information

This Personal Information is obtained in many ways including subscriptions, transactions at the club, by email, via our website, from your website, from media and publications, from other publicly available sources and from third parties.

The Club will only collect this personal information by lawful and fair means.

The Club will take reasonable steps to ensure that personal information is collected directly from the individual.

In some circumstances the Club may be provided with information by third parties. In such circumstances, the Club will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

You have the right to access any information the Club holds about you.

How we use personal information

All personal information collected by the Club is used for the primary purpose for which it is collected or a related purpose where you would reasonably expect the information to be used, such as promotions and marketing.

You have the right to request that your information not be used for related purposes.

When we may be required to disclose personal information

The Club may also be required to disclose your personal information in certain circumstances, including:

- a) When that disclosure is required or authorised by law
- b) When that disclosure contributes toward the health and safety of the public or an individual

The Club may also disclose your personal information to third parties, when you have consented.

How we do not use personal information

The Club does not share your personal information with other companies except where it has contractual arrangements for the provision of services, such as mail outs with third party suppliers who need access to this information to provide the relevant service.

Personal information held by the Club will not be sold to other organisations or individuals.

How we keep personal information up to date

The Club aims to ensure that the personal information held is accurate, complete and current. The Club relies on the correctness of information you provide.

If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you

How we secure personal information

The Club will take reasonable steps to ensure that the personal information we hold is protected from misuse, loss or unauthorised access.

All employees are required to respect the confidentiality of any personal information held by the Club. Personal information is accessible only by those employees required to use it to perform their duties.

Personal information that is held by the club in electronic form is protected in controlled environment on secured servers.

When we will destroy personal Information

All personal information collected and no longer required by law will be securely destroyed.

How you can access and / or correction your personal information

You may access the personal information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your personal information, please contact us in writing. The Club will need you to provide identification before releasing the requested information.

The Club will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your personal Information.

The Club reserves the right to withhold personal information under certain circumstances, such as, if:

- a) providing access would pose a serious or imminent threat to the life or health of any individual;
- b) providing access would have an unreasonable impact upon the privacy of other individuals;
- c) the request for access is frivolous or vexatious;
- d) providing access would be unlawful, would prejudice any legal investigations or would compromise the integrity of the Club's operations.

When the club collects and uses sensitive information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- a) For the primary purpose for which it was obtained
- b) For a secondary purpose that is directly related to the primary purpose
- c) With your consent; or where required or authorised by law.

When the Club will change its Privacy Policy

The Club reserves the right to change our Privacy Policy at any time. Changes will be posted on the Club's website as soon as practicable.

Further Information on Privacy

For further information on the WBRSL Privacy Policy you may enquire at the Club reception or contact the Privacy Officer by:

Telephone: 02 4284-1577

ATTN: The Privacy Officer
Woonona Bulli RSL Memorial Club Ltd
455 Princes Highway
Woonona NSW 2517
Email: privacy@wbrsl.com.au