

PRIVACY POLICY

KIAMA LEAGUES CLUB LIMITED

ABN: 27 001 026 491

Kiama Leagues Club is registered under the Registered Clubs Act 1976. The club is covered by the provisions of the Privacy Act 1998.

The principal activities of the club are:

- Providing a venue for members, guests and temporary members to engage in social and recreational activities.
- Supporting the community in sporting and social events .
- Providing members and their families access to a range of services.
- Providing affordable meals.
- Providing a safe and friendly environment for locals to meet

The Club collects personal information from members, their guests and temporary members including name, address, occupation, date of birth, and proof of age and contact details.

The organization collects this information in order to:

- Process membership applications
- Meet statutory requirements under the Registered Clubs Act and other relevant legislation
- Contact members about events and activities provided by the club

Your rights to privacy

The Club must comply with the Privacy Act 1988 which regulates, among other things, the collection, storage, quality, use and disclosure of personal information.

Collection of personal information

Members

One way we collect personal information from you is for you to lodge an application form approved under the Registered Clubs Act. We may also collect information from you when you complete other forms, participate in competitions, and submit an application for employment. This personal information may include your full name, date of birth, a photograph, phone and fax numbers, e-mail address, and street and postal address. In some instances, a recognised form of identification i.e. passport or driver's license will also be required to confirm the personal details provided.

Visitors and Guests

Under the Registered Clubs Act patrons visiting the club must produce a recognised form of identification, including but not limited to: passport, driver's license, or proof of age card to gain entry to the premises. This organisation uses terminals to scan these documents and gather this information and to protect the data collected i.e. addresses and all other personal and private information of patrons.

Scanning of licenses is optional, and if preferred, use of manual sign-in, via the books located at the reception desk is available for patrons once the form of identification has been sighted by an authorised officer of the club.

When, or before this organisation collects personal information, the club will take reasonable steps to inform you of:

- the purposes for which the information is collected;
- where applicable, any law that requires the particular information to be collected, and
- the main consequences for the user if all or part of the information is not provided.

Use and disclosure of information

We will only use your personal information for the purpose for which you have provided it, e.g. for application of club membership, or to gain entry to the club as a visitor or guest.

We will not use it for any other purpose, nor will we disclose it, unless we have your consent, or in other circumstances where such use, or disclosure is permitted under the Privacy Act, or compelled by Law.

From time to time, we may wish to carry out a voluntary survey for feedback. Before collecting survey results, we will advise you of the purpose of the survey. e.g. To gain information for the club to improve services etc. Participation in surveys is optional.

Information quality

The club relies on the information provided by members to be accurate and current.

Data Security

Personal information is stored and archived for a period of seven (7) years. This includes the information of visitors and unfinancial members.

Access and correction

The Privacy Act allows individuals to access and alter records containing their personal information.

To change your name on the membership database supporting documentation from a government source is required.

Change of addresses can be done by coming personally to Club reception, or in writing.

Identifiers

This organisation requires supporting documentation to process application forms and a unique identification number is recorded on each application form.

Sensitive information

This organisation only collects sensitive information i.e. health data to provide a service to our members. Sensitive information is only gathered with the personal consent of our members.

Use of information collected

Your email address and phone numbers will only be used for the purpose for which you have provided them and will not be distributed to any third party, for any reason whatsoever.

Information storage and security

Application for memberships are hard copied and archived for a period of 7 years.