

# **Ringwood Athletic Club Inc**

## **Privacy Policy Statement - Version 1**

The information below pertains to the collection and storage of any personal information you may be required to provide to Ringwood Athletic Club.

In line with privacy requirements as outlined by law, Ringwood Athletic Club gives the following assurances in regards to your personal information:

### **Collecting personal information**

Ringwood Athletic Club understands you as a member may have concerns about the privacy, confidentiality, and security of personal information we may obtain about you. Ringwood Athletic Club policy is to protect members' privacy and personal information it may collect from time to time.

Ringwood Athletic Club has undertaken to comply with the requirements of the Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000.

Personal information is collected by Ringwood Athletic Club for the primary purpose of membership requirements and/or competition purposes. Ringwood Athletic Club collects details such as your name, address, telephone and facsimile numbers, email addresses, gender, age, marital status, coach, etc

A hard copy file containing your personal information is retained in a secure location in accordance with the Act, and for a further seven years in accordance with current Federal and State legislation governing document retention, before being destroyed.

Failure to provide required personal information

Failure to provide the information required for the purposes detailed may mean Ringwood Athletic Club is unable to complete your <<insert purpose for which information is being used, eg membership, event registration, volunteer assistance etc.

### **Securing personal information**

To prevent any unauthorised access to your information, Ringwood Athletic Club has access only to basic information via the Athletics Victoria club portal and only the authorised committee has the password access codes. Any printed hardcopy material is kept secure and only contains basic information.

### **Disclosure of personal information**

Your personal information will only be used or disclosed by Ringwood Athletic Club, as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate Ringwood Athletic Club delivering better services and benefits to its members, personal information collected may be shared with other organisations, including Athletics Victoria and Athletics Australia.

Further, to conduct our operations, Ringwood Athletic Club occasionally engages members and other volunteers to assist club operations. Accordingly, some information may be disclosed in part to:

- organise club duty rosters;
- enter teams for events;
- contact members for club activities;
- promote club members and their achievements; and
- to determine club award winners

### **Withdrawing consent for disclosure of information**

If you do not consent to any of the disclosures above please advise Ringwood Athletic Club in writing. We will then ensure your personal information is not used for this purpose. This exemption cannot apply where Ringwood Athletic Club is required by law to provide such disclosure. If you do not object to the uses or disclosures as stated above. Ringwood Athletic Club will accept this as having received your express consent.

### **Accessing personal information**

Members may, upon written request, access their own personal information which Ringwood Athletic Club has obtained from membership application forms and the related product or service forms it currently holds.

If for any reason Ringwood Athletic Club is not in a position to release personal information, for example in cases where it would be unlawful to do so, we will notify you of this refusal and the basis for it.

### **Making changes to personal information**

Ringwood Athletic Club endeavours to ensure personal information held is accurate, complete and up-to-date. Where you believe personal information held is not accurate, complete or up-to-date, please advise Ringwood Athletic Club and every effort will be made to correct the information.

### **Lodging a complaint**

For any purpose associated with privacy matters, including the lodgement of a complaint, please contact Ringwood Athletic Club immediately so we can quickly deal with your concern or complaint.

### **Our privacy policy**

Copies of this privacy policy are available from Ringwood Athletic Club website [ringwoodac.org.au](http://ringwoodac.org.au) or the club secretary by emailing [ringwoodac@gmail.com](mailto:ringwoodac@gmail.com).

This Privacy Statement was last amended on 25 January 2016

**Consent**

In completing your online membership via the Athletics Victoria portal you agreed to the access and use of your membership details by Ringwood Athletics Club for the purposes of conducting its club operations as outlined above.

I understand I am entitled to access my own records except where access would be denied for legal or other appropriate reasons.

I understand I may withdraw my consent for Ringwood Athletic Club to disclose my personal information (except where legal obligations must be met). If you wish to withdraw your consent you should email the Ringwood Athletic Club [ringwoodac@gmail.com](mailto:ringwoodac@gmail.com).