

# PRIVACY POLICY STATEMENT

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## SCGC Management System

Prepared for SCGC Committee & Employees



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Approved by the Club Committee

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President

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Date

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## 1 Introduction

### 1.1 Purpose

The purpose of this document is to detail the Club's privacy policy for the information of its Members.

### 1.2 Scope

The document covers the use by the Club and its Members of all personal and related membership information.

## 2 Policy statement

### 2.1 General

The Club is committed to providing its Members with the highest levels of membership service. This includes protecting your privacy. From 21<sup>st</sup> December 2001, we have been bound by the new sections of the Commonwealth Privacy Act 1988, which sets out a number of principles concerning the protection of individual's personal information.

The aim of these new laws is to ensure that organisations handle personal information responsibly and provide a consistent approach to its collection, use and disclosure. These new laws also give the individual new rights such as access to their personal information and the ability to correct it, if needed.

Our Privacy policy contains the following important information the Privacy Act requires us to communicate to all of our customers, regarding the use of your personal information:

- What is personal information?
- How we collect personal information
- How we use personal information
- When we disclose personal information
- Storage and security of personal information
- Accuracy of personal information
- Access to personal information

### 2.2 What is personal information?

Personal information is information about an individual who can be identified, or whose identity could be reasonably ascertained, from the information.

### 2.3 How we collect personal information

To deliver and enhance the services offered by SCGC, certain personal information is collected. The Club collects personal information from members that members volunteer when:

- they register to become an affiliated gymnast
- they register to become an affiliated technical member
- they enter a Club, Association or Gymnastics Australia event or participation program

- they participate in a Club, Association or Gymnastics Australia course
- You purchase merchandise from us
- You request information from us
- You provide information to one of our staff
- You participated in one of our surveys

## 2.4 How we use personal information

We will only collect information that is necessary for us to carry out our primary purpose of providing services relating to: membership, education, events and merchandise.

Your personal information may be used in order to:

- Provide the services you require
- Internal accounting and administration
- Regulatory reporting and compliance
- Helping us to identify and inform you about other products or services that may be of benefit to you.

If we send you any information about services or products you do not require, or you do not want us to disclose personal information to any other organisation (including related organisations) you can advise us accordingly by writing to our General Manager.

If you do not advise us otherwise, you confirm agreement on your own behalf and/or on behalf of others you represent.

If you choose not to provide personal information, we may not be able to provide you with the services you require, or the level of service on which we pride ourselves.

## 2.5 When we disclose personal information

We disclose personal information to other organisations that we believe is necessary to assist in providing our services.

The organisations to which we disclose information include:

- Outsourced service providers who manage the services we provide to you, including:
  - GAACT
  - GA
  - Insurers
- Our professional advisors, including our accountants, auditors and lawyers
- Government and regulatory authorities and other organisations, as required or authorised by law

We limit the use and disclosure of any personal information provided by us to such organisations for the specific purpose for which we supplied it.

When you provide us with personal information about other individuals, we rely on you to have made them aware that you will or may provide their information to us, the purposes we use it for, the types of third parties we disclose it to and how they can access it. This is extremely important for Club owners providing the personal information of their members

## **2.6 Storage and security of personal information**

The Club stores personal information on a computer database. Your personal information may be held in both paper file and computer file form. We have implemented measures of a reasonable nature to ensure that all personal information about you is securely stored from misuse, loss and unauthorised handling.

## **2.7 Accuracy of personal information**

We take reasonable steps to ensure that whenever we collect, use or disclose personal information that it is accurate, complete and up to date.

## **2.8 Access to personal information**

You have a right to access your personal information, subject to some exceptions allowed by law. If you would like to do so, you can gain access to your personal information by contacting our Membership Officer or by writing to Southern Canberra Gymnastics Club. Alternatively, you may also advise us at any time about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed.

# **3 Application**

This policy applies to all Club Members, Committee, employees and volunteers.

# **4 Policy Breaches**

The Club has a Complaints Handling Procedure and will deal with any complaints about breaches of this Policy promptly, seriously, sensitively and confidentially. The Club recognises that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a complaint.

Disciplinary action will be taken by the Club against anyone who:

- Is found to be in breach of this Policy;
- Victimises or retaliates against a person who has complained of a breach of this Policy; &
- Is found to have made a frivolous complaint.

The discipline will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or other form of action.

# **5 Confidentiality and Reporting**

The Club administration responsible for implementing this Policy will keep confidential the names and details relating to complaints, unless disclosure is:

- a. Necessary as part of the disciplinary or corrective process; &
- b. Required by law

# **6 Key Role**

Committee members and senior managers are responsible for implementing this policy.

The senior coaches ensure compliance with external standards and internal processes.

All employees are responsible for standards and culture promulgated in this policy.

## 7 Policy owner

The General Manager is the owner of this policy and is responsible for its maintenance.

## 8 Revision/Review record

Date	Issue	Author	Description of Revision
06 Jan 06	1.0	Bob Weight	First issue.
04 Jan 07	1.1	Bob Weight	Updated after 2007 Planning Meeting
04 Jan 08	1.2	Bob Weight	Add Breaches – update for Star 3 submission
20 Sep 10	1.3	Bob Weight	Annual Review – Minor Changes