



## **MAROONDAH SPORTS CLUB'S PRIVACY POLICY**

The following statement sets out Maroondah Sports Club's policy relating to the collection, storage and use of personal information. Our purpose is to assure anyone who does business with us that we will comply with both the letter and spirit of the Privacy Act 1988.

### **1. Compliance with Privacy Legislation**

Maroondah Sports Club takes seriously its obligation to safeguard personal information about its customers. This policy formalises and strengthens this commitment to our customers. Maroondah Sports Club complies with the National Privacy Principles (NPPs) in the Privacy Act 1988.

### **2. Collection of Personal Information**

Personal information is generally defined as information or an opinion that can identify a person. We collect information from you directly and from your use of our products and services.

### **3. Use and Disclosure of Personal Information**

In general, the Maroondah Sports Club Policy is that we only use or disclose personal information for the purpose which was either specified or reasonably apparent at the time we collected it. We may also use or disclose it for any other related purpose for which you would reasonably expect it to be used.

If Maroondah Sports Club wishes to use or disclose the personal information in other circumstances it will obtain your consent to do so, other than in exceptional circumstances such as:

- Where Maroondah Sports Club reasonably believes it is necessary to protect any person and/or Maroondah Sports Club's rights or property; or
- The use is authorised by law or is reasonably necessary to enforce the law (for example, if Maroondah Sports Club is required to disclose the information to regulatory authorities or in response to subpoenas or warrants).

**4. Sharing Information with other Organisations**

Maroondah Sports Club will not sell or divulge your personal information to other companies. The only circumstances in which external organisations may be given access to your personal information are when our contractors and service providers are helping us operate our business or provide a service to you (for example, a company which helps maintain our computer systems or sends out our mail). We require these organisations to agree to our Privacy Policy and to strict conditions governing how this information may be used.

**5. Marketing**

Maroondah Sports Club will only send advertising mail to you if:

- you have indicated your consent to receive such mail; or
- where the advertising mail is related to the purpose for which the information was collected, or
- if it would be within an individual's reasonable expectations to receive such mail.

If you no longer wish to receive promotional information from Maroondah Sports Club please advise the club and allow us 30 days to amend our records.

**6. Security of personal information**

Maroondah Sports Club will take reasonable steps to protect personal information it collects and ensure it is accurate and up-to-date. Your information is held on secure servers or in storage located in controlled environments. Maroondah Sports Club employees are required to maintain the confidentiality of any personal information held by Maroondah Sports Club.

**7. Access to Personal Information**

Customers are welcome to request personal information Maroondah Sports Club holds about them. To obtain a copy of the information we have about you, please write to us requesting your information and including your full name, address, member number and signature, etc. A copy of your file will be made available within 30 days.