

## 1. Purpose of Policy

- 1.1. Eastern Gymnastics Club is committed to providing the highest levels of membership service, including protecting Members' privacy. This policy contains information which is required to be communicated by the Commonwealth Privacy Act 1988.

## 2. Definition of Coverage

- 2.1. This statement shall apply to all Members, Staff, Volunteers and other persons from whom we collect personal information.
- 2.2. Personal information is information about an individual which allows them to be identified, or whose identity could reasonably be ascertained from the information.
- 2.3. For the purposes of this policy, 'we' means Eastern Gymnastics Club, its committee, volunteers and staff.

## 3. Collection of Personal Information

- 3.1. To deliver the services offered by the club, certain information is collected by means of:
  - a) Membership Form or Coach/Judge Details Form
  - b) Records of fees and payments
  - c) Records of gymnastic levels, accreditations and awards achieved
  - d) Participation in Club and external gymnastic events and activities
  - e) Consent forms giving permission to attend parties, sleepovers and other events
  - f) Information provided to our staff

## 4. Use of personal information

- 4.1. We will only collect information which is necessary for us to carry out our primary purpose of providing services relating to gymnastics. Your personal information may be used in order to:
  - a) Provide the services you require.
  - b) Process internal accounting and administration.
  - c) Regulatory reporting in compliance with Gymnastics Australia and Gymnastics Victoria requirements. Privacy statements for these organisations or available from their respective websites.
  - d) Allow us to identify and inform you about products, services and events that might be of benefit to you.
  - e) Assist the Club in developing marketing strategies
- 4.2. If we send you information which 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 the Club Coordinator. If you do not advise us otherwise, you confirm agreement on your own behalf and/or on behalf of others you represent.
- 4.3. If you choose not to provide personal information, we might not be able to provide you with the services you require, or the level of service on which we pride ourselves, and in some circumstances may not be permitted to participate in some or all activities.

## 5. Disclosure of personal information

- 5.1. We disclose personal information to other organisations that we believe are necessary to assist in providing our services. The organisations to which we disclose information include:
  - a) Gymnastics Australia and Gymnastics Victoria in the form of gymnast registrations
  - b) Insurance Providers
  - c) Professional advisors, including accountants, auditors and lawyers
  - d) Event organisers, when entering gymnasts in external events.
  - e) Government and regulatory authorities and other organisations as required or authorised by law.
- 5.2. When we provide information to other organisations, we do so only for the specific purpose for which you gave it to us. 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 party we disclose to and how their data can be accessed.

## **6. Storage and supply of personal information**

6.1. The Club stores personal information on a computer database and in paper form. Your personal information may be held in both paper file and electronic 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.

## **7. Accuracy of personal information**

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

## **8. Access to personal information**

8.1. 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 office, or by writing to the Club. Alternatively, you may also advise us at any time about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed.

## **9. Requirements & Responsibilities**

### **9.1. Members**

a) Are required to notify any other individuals for whom they are providing information of this policy and its provisions.

### **9.2. Coaches, Staff and Volunteers**

a) Are required to maintain the security of personal information for members and other staff (e.g. in rolls, registers and phone lists).

b) Are not permitted to make use of personal information in any way other than as allowed above.

## **10. Policy Breaches**

10.1. Breach of this policy is a very serious matter, and will be dealt with by the Committee in such a manner as they shall determine.

10.2. Consequences may range from a verbal warning to termination of employment.