



NIDDRIE GYMNASTICS

Privacy Policy

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CONTROLLING BODY: NIDDRIE GYMNASTICS Committee

1. STATEMENT OF COMMITMENT

NIDDRIE GYMNASTICS is committed to providing you with the highest levels of membership services. This includes protecting your privacy. NIDDRIE GYMNASTICS 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, which sets out a number of principles concerning the protection of individual's personal information.

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

2. POLICY APPLICATION AND COVERAGE

This policy applies to the NIDDRIE GYMNASTICS Committee, staff, volunteers, members and all users of the club's facilities and classes.

3. POLICY REQUIREMENTS AND RESPONSIBILITIES

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.

How we collect personal information

To deliver and enhance the services offered by Gymnastics, certain personal information is collected. Gymnastics collects personal information from you that you volunteer when:

- You register to become a gymnast
- You register to become an affiliated technical member

- You enter a Gymnastics event or participation program
- You purchase merchandise from us
- You request information from us

How we use personal information

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

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 book-keeper.

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

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:

- Gymnastics Australia
- Gymnastics Victoria
- Outsourced service providers who manage the services we provide to you including:
 - Insurers
- Our professional advisors, including our accountants, auditors and lawyers
- Government and regulatory and 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.

Storage and security of personal information.

NIDDRIE GYMNASTICS 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.

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.

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 bookkeeper or by writing to NIDDRIE GYMNASTICS. Alternatively, you may also advise us at anytime about possible breaches of privacy, or inaccurate, incomplete personal information, that may have changed.

4. POLICY BREACHES AND CONSEQUENCES

Breaches of this Privacy Policy will be addressed through the Club Committee.