



PRIVACY POLICY

West Ryde Rovers Sports and Social Club (Incorporated)
Incorporated at AGM 30th September 2014



AIMS

1-1. The information below pertains to the collection and storage of any personal information you may be required to provide to West Ryde Rovers Sports and Social Club (WRRSSC).

1-2. In line with privacy requirements as outlined by law, WRRSSC gives the following assurances in regards to your personal information:

COLLECTING OF PERSONAL INFORMATION

1-3. WRRSSC understands you as a member may have concerns about the privacy, confidentiality, and security of personal information we may obtain about you. WRRSSC policy is to protect members' privacy and personal information it may collect from time to time.

1-4. WRRSSC 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.

1-5. Personal information is collected by WRRSSC for the primary purpose of membership requirements and/or competition purposes. WRRSSC collects details such as your name, address, telephone and facsimile numbers, email addresses, gender, age, etc.

1-6. Generally all personal information is contained within the online databases as run/operated by the appropriate sporting bodies or Associations. Access to these details is limited, and is generally limited to the sub-committee Registrars and staff of the Associations.

1-7. Any hard copy details with personal information, is kept within secured means, and is shredded when no longer required.

FAILURE TO PROVIDE REQUIRED PERSONAL INFORMATION

1-8. Failure to provide the information required for the purposes detailed may mean WRRSSC is unable to complete and subsequently accept any application to join one of the subordinate sporting clubs.

SECURING PERSONAL INFORMATION

1-9. To prevent any unauthorised access to your information, WRRSSC has installed computer and network security, including password protection processes.

1-10. Only authorised Committee Members as voted in by an Annual General Meeting have access to the data file information (ref para 1-7). Hard copies of information are stored in locked cabinets or equivalent off site secured storage areas.

DISCLOSURE OF PERSONAL INFORMATION

1-11. Your personal information will only be used or disclosed by WRRSSC, as allowed by the Privacy Act 1988 and the National Privacy

1-12. Principles included in the Privacy Amendment (Private Sector) Act, 2000.

1-13. Any personal information will only be shared with WRRSSC associations and bodies as required by law, or by competition regulations.

1-14. Accordingly, some this information may be used or disclosed in part to:

- enable mail contractors to deliver documents and communications to members;
- officers of a government law enforcement agency in connection with the lawful performance of their duty;
- a debt collection agency for financial default purposes;

- members volunteering as Coach and/or Manager will have their primary contact details shared with all club Coaches/Managers to facilitate easier communication throughout the season as necessary;
- send direct mail to members with news of special offers or the availability of new products or services; and
- facilitate communications to members from Committee Members in performing their duties.

WITHDRAWING CONSENT FOR DISCLOSURE OF INFORMATION

1-15. If you do not consent to any of the disclosures above please advise WRRSSC in writing. We will then ensure your personal information is not used for this purpose.

1-16. This exemption cannot apply where WRRSSC is required by law to provide such disclosure.

1-17. If you do not object to the uses or disclosures as stated above, WRRSSC will accept this as having received your express consent.

ACCESSING PERSONAL INFORMATION

1-18. Members may, upon written request, access their own personal information which WRRSSC has obtained from membership application forms and the related product or service forms it currently holds.

1-19. If for any reason WRRSSC 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

1-20. WRRSSC 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 WRRSSC and every effort will be made to correct the information.

LODGING A COMPLAINT

1-21. For any purpose associated with privacy matters, including the lodgement of a complaint, please contact WRRSSC immediately so we can quickly deal with your concern or complaint.

OUR PRIVACY POLICY

1-22. Copies of this privacy policy are available from any of the WRR Club Secretary's, or can be e-mailed or mailed to you upon request. Furthermore, this policy is also available on our website at www.westryderovers.asn.au

1-23. This Privacy Statement was last amended on September 30, 2014

CONSENT

1-24. All members, when signing the Registration Form for the appropriate subordinate club accept the terms and conditions of this Policy in good faith.

1-25. All Committee and Sub-Committee members will be required to sight and sign a promulgated copy of this document, hereto known as the Committee Privacy Register, and signed hard copy will be held by the Public Officer.

1-26. The Committee Privacy Register will be drafted on completion of each West Ryde Rovers Sports and Social Club AGM, or Sub-Committee AGM, to ensure all current members are listed on the signatory sheet.