

Cooroy RSL & Citizens Memorial Bowls Club Inc

PRIVACY POLICY

Privacy Policy Effective Date: March 2010

Personal Information

The Cooroy RSL & Bowls Club recognises the seriousness and how important it is to protect the personal information provided by our members and patrons. This statement formalises our commitments and briefly outlines our Privacy Policy. We are bound by the Queensland Club Industry Privacy Code that outlines our obligations in full.

1. Collection of Personal information

The type of personal information that we collect from you will depend upon what dealings you have with us. In most cases, this information will only relate to your personal information. Personal information is generally defined as information that can identify a person (eg: name, address, etc.). We collect information from you directly and where appropriate from your use of our products and services.

2. Use and Disclosure of Personal Information

We use or disclose personal information for the purpose for which they were collected and in the ordinary operation of the club.

3. Access to and Correction of Personal Information

You can obtain a copy of the personal information we hold about you by writing to the club and a copy of your record will be made available to you within 14 days of your request. We may require personal identification before providing you with details. If you find that personal information we hold about you is inaccurate, incomplete or out-of-date, please contact the club and where appropriate your record will be changed.

4. Security of personal Information

We will take all reasonable steps to protect your personal information securely against unauthorized use, disclosure and access. Your personal information will be recorded,

amended and used only by authorized persons. Cooroy RSL & Bowls Club employees are required to maintain the confidentiality of any personal information held.

5. Sharing Information with Other Organisations

We do not sell your personal information to other companies. The only circumstances in which external organizations 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. We require these organizations to agree to our Privacy Policy and to strict conditions governing how this information may be used as per the Privacy Code.

6. Cooroy RSL & Bowls Links to Other Websites

The Cooroy RSL & Bowls website <http://www.cooroyrsl.com.au> is subject to the Privacy Policy. However, our website may provide links to other websites but as these linked websites are not under its control, we are not responsible for the conduct of companies linked to its website and we advise you to preview the privacy policies of these sites before disclosing your personal information on them.

Privacy Officer

If you have any questions regarding this Privacy Policy, you may contact our Privacy Officer by writing to 'The Privacy Officer' info@cooroyrsl.com.au or Cooroy RSL & Citizens Memorials Bowls Club Inc, 25 Maple Street , Cooroy QLD 4563.

Additional Information Privacy

Clubs Queensland <http://clubqld.com.au> Australian Federal Privacy Commission <http://www.privacy.gov.au>