



## Collingwood Harriers Athletic Club Inc.

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# PRIVACY POLICY

The Victorian Information Privacy Act 2000 (VIP Act) regulates the handling of all personal information except health information in the public sector in Victoria. The Act outlines standards relating to responsible collection and handling of personal information, individuals' rights of access to information about them held by organisations, and individuals' rights to require an organisation to correct information about them held by the organisation.

The information below pertains to the collection and storage of any personal information that members may be required to provide to Collingwood Harriers Athletic Club Inc. (hereinafter referred to as "the Club"). In line with the requirements as outlined in the Privacy Act regulations, the Club gives the following assurances in regard to personal information provided by you as a member to the Club.

### **Collecting personal information**

The Club understands that you as a member may have concerns about the privacy, confidentiality and security of personal information that we may obtain about you. The Club's policy is to protect members' privacy and personal information that it may collect from time to time.

The Club has undertaken to comply with the requirements of the Privacy Act 1988 and the Australian Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

Personal information is collected by the Club for the primary purpose of membership and/or competition requirements. The Club collects details such as your name, gender, date of birth, email address, phone number, home address and emergency contact details.

### **Failure to provide required personal information**

Failure to provide the information required by the Club may mean that the Club is unable to complete your membership and you may be unable to register for some athletics events.

### **Securing personal information**

To prevent any unauthorised access to your information, only the Club President, Registrar and Secretary (or such other person as authorised by the President for proper purposes) have access to the data file information.

### **Disclosure of personal information**

Your personal information will only be used or disclosed by the Club, as allowed by the Privacy Act 1988 and the Australian Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate the Club delivering better services and benefits to its members, some personal information collected may be shared with other organisations, for proper purposes, including Athletics Australia ("AA") and Athletics Victoria ("AV").

Further, to conduct our operations, the Club may engage independent operators and parties. 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
- send direct mail to members with news of special offers or the availability of new products or services.

### **Withdrawing consent for disclosure of information**

If you do not consent to any of the disclosures above, please advise the Club in writing. We will then ensure your personal information is not used for this purpose. This exemption cannot apply where the Club is required by law to provide such disclosure. If you do not object to the uses or disclosures as stated above, the Club will accept this as having received your express consent.

### **Photographs and videos**

At an athletics event or related activity, you may be photographed or videotaped by an AA or AV official, staff member or endorsed representative. Such photos or videos may be used by AA or AV for promotional or other proper purposes without requesting your consent. This forms part of the terms and conditions of membership that you must acknowledge when registering with a club which is affiliated with Athletics Victoria, such as Collingwood Harriers Athletic Club.

Photographs taken by AA, AV or Club members may be placed on the Club's website or other media such as Facebook. Please contact the Club if you have any concerns in relation to photographs and videos.

### **Accessing personal information**

Members may, upon written request, access their own personal information which the Club has obtained from membership applications and the related product or service forms it currently holds.

If, for any reason, the Club 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**

The Club endeavours to ensure that 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 the Club and every effort will be made to correct the information.

### **Lodging a complaint**

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

### **Our privacy policy**

Copies of this privacy policy can be e-mailed or mailed to you on request. This policy is also available on our website.

This Privacy Statement was last amended on 12 March 2016