

## ***Privacy Policy***

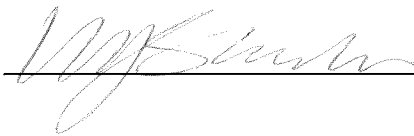
**Club Name:** Blackwood Community Recreation Association Inc. –

**Address:** 1 Northcote Road

**CITY:** Eden Hills                      **Postcode:** 5050

**Approved by BCRA Inc.:** MARGOT STRACHAN

**Position held:** PRESIDENT

**Signed:** 

**Date of Approval:** 15 / 2 / 2018

**Last Date of Review:**           /          /          

**Next Date of Review:**           /          /

## **1. Privacy Statement**

Blackwood Community Recreation Association Inc. (BCRAI) is committed to providing its members with the highest degree of service. This includes protecting your privacy.

The Commonwealth Privacy Act 1988 sets out a number of principles concerning the protection of individuals' privacy, and BCRAI is now bound by these principles.

The aim of the laws is to ensure that organisations manage personal information responsibly, and provide a consistent approach to its collection, use and disclosure. The laws also provide individuals with rights to access their personal information and to change it, if needed.

The Privacy Act requires us to communicate the following important information to all our customers, regarding the use of your personal information.

## **2. 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.

## **3. How we collect personal information**

BCRAI collects personal information in order to deliver and enhance the services we offer our members. We collect personal information from you when you do any of the following:

- register as a participant in an activity
- register to become a technical member
- are awarded life membership of BCRAI
- register your child as a member of our Gymsports programme
- enter a GSA event or programme
- are selected to represent BCRAI in a State or National team
- participate in a Blackwood Gymsports/GSA course
- request information from us
- provide information to BCRAI staff or volunteers
- participate in a BCRAI survey
- are employed by BCRAI, or volunteer to work for BCRAI
- email BCRAI or Blackwood Gymsports or any staff member

## **4. How we use personal information**

We will only collect information, which is necessary for us to carry out our primary purpose of providing services relating to membership, education, events, and merchandise. Your personal information may be used for the following purposes:

- To provide you with the services you require or have requested
- For internal accounting and administration
- For regulatory reporting and compliance
- To identify you so that we can inform you about future services, products, events, etc.

You can advise BCRAI at any time, by writing to the Centre Manager directly, if you do not wish to receive information about services or products, or if you do not wish us to disclose personal information to any other organisation, including related organisations. Unless you advise us otherwise, you confirm agreement to the above uses of your personal information.

If you choose not to provide BCRAI with personal information, we may not be able to provide you with the services you require, or are entitled to, nor may we be able to provide service at the level on which we pride ourselves.

**5. When we disclose personal information**

We may disclose personal information to other organisations, which assist us in providing service to members and customers.

These organisations may include:

- Outsourced service providers who manage the services we provide to you, including insurers and insurance brokers.
- Professional advisers, including accountants, auditors and lawyers
- Government and regulatory authorities and other organisations, as required or authorised by law.
- National Gymnastics Organisation (Gymnastics Australia), and
- State Gymnastics Organisation (Gymnastics South Australia Inc.

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 information about other individuals, we rely on you to make them aware that you are in turn providing that information to us, the purposes for which we use that information, the types of third parties to whom we may disclose that information, and how they can access it.

**6. Storage and security of personal information**

BCRAI stores personal information on computer databases. Your personal information may also be held in paper and electronic computer file form. We have security measures in place to provide reasonable protection for your personal information, against misuse, loss or unauthorised handling.

**7. Accuracy of personal information**

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

**8. 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 access your personal information, please write to the Centre Manager. You may also advise BCRAI at any time of any possible breaches of your privacy, or about inaccurate, incomplete or out-of-date information.

**9. Enquiries and Complaints**

If you would like further information about the way BCRAI manages the personal information it holds. Or with to complain that you believe BCRAI has breached the Australian Privacy Principles, please contact the Centre Manger. Any complaint you make will be investigated and you will be notified of a decision made in relation to your complaint as soon as it is practicable.

