

Forster Tuncurry Golf Club Limited (FTGC)

Policy 1.14 Privacy Policy

Relevant Documents:

- *FTGC Constitution, FTGC By-Laws*
- *Privacy Act, 1988, Registered Clubs Act, Corporations Act*

Policy Statement

FTGC is subject to the Privacy Act 1988. The Club embraces the requirements of the Australian Privacy Principles and has a commitment to privacy and the safeguarding of information provided to it by members, staff and sponsors.

Any personal information provided by members to the Club (e.g. names, dates of birth, gender, addresses and contact details) for the purpose of maintaining a Membership Register or for receiving marketing information will be protected.

Any personal information provided by staff to the Club (e.g. names, dates of birth, gender, addresses, contact details, next of kin, Tax File Numbers and Superannuation details) for the purpose of maintaining mandated employment records will be protected.

The Club holds private information for use in informing members and other customers and providing details on the Clubs products and services.

Procedures

- 1.14.1 The Club does not disclose personal information to any other organisation or person unless there is a legal or constitutional requirement to do so;
- 1.14.2 The Club may disclose members' information to third parties that provide services under contract to the Club. These contracts require the third party to keep members' personal information confidential and secure;
- 1.14.3 The Club will not disclose the information held to overseas parties;
- 1.14.4 The Club is required by law to retain certain information regarding members, directors and employees;
- 1.14.5 Members have a right to access any personal information that the Club may hold about themselves, including a right of correction of their information;
- 1.14.6 Members personal information may be used by the Club for marketing purposes to improve it's services and to provide members and sponsors with the latest information about those services, any new related services and promotions;
- 1.14.7 At any time that a member decides not to continue receiving promotions and marketing material from the Club, he/she may advise in writing to the GM who will remove his/her contact details from our mailing lists.
- 1.14.8 the Privacy Policy is available on the club's website and from the office;
- 1.14.9 All staff members and directors will sign a statement annually to acknowledge that they understand the Policy and that they are required to comply with it;
- 1.14.10 The following matters may affect privacy:
 - a) The Club's website may use cookies to store information so users will not see the same advertisement repeatedly;
 - b) Where the FTGC website links to other websites on the internet, content and privacy policies are the responsibility of their respective owners; and
 - c) The FTGC server logs information about website visitors, including IP addresses, date/time visited, referring website, length of stay, etc. This information is used for site statistics only.