



Raieburn Calisthenics Inc

Privacy Policy

Raieburn Calisthenics Inc (the Club) recognises the importance of protecting the privacy and the rights of individuals and our members in relation to their personal information. This policy outlines our ongoing obligations in respect to how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 and it is our intention to comply with the Act's requirements in respect of the collection, management and disclosure of your personal information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.oaic.gov.au

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual.

Examples of Personal Information we collect include:

- names
- addresses
- email addresses
- phone numbers
- information you provide to us through membership forms
- background checks including but not limited to working with children checks

This Personal Information is obtained in many ways including, but not limited to - via correspondence, in person, by telephone, through Google Forms or by email.

We collect your Personal Information for the primary purpose of:

- to provide services and relevant information pertaining to your membership
- to send communications requested by you
- to answer enquiries
- to provide information

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure (e.g.: Calisthenics Victoria)
- Where required or authorised by law.

Sharing of your information within our Club

Your information will be given to coaches, assistant coaches and the executive members of our committee for the purpose of

- Being able to register you for competitions
- Filling out appropriate paperwork to be handed in at competitions
- To be able to contact you if necessary, in the case of an emergency

Your information will be kept in confidence at all times by these Club members.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 5 years.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

In order to protect your Personal Information, we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact us at:

Raieburn Calisthenics Inc

C/- 30 Bridgewater Road, Craigieburn 3064

Telephone: 0490 143 781

Email: raieburn@hotmail.com

REVIEWING THIS POLICY

This Policy will be reviewed every two years.

LAST REVIEWED

January 2019