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PRIVACY POLICY

Lake Cathie Bowling & Recreation Club appreciate that privacy is very important to people. The Club has adopted this Privacy Policy as we recognise the right of our members & guests to keep their personal information private.

This Policy covers the Club's treatment of personally identifiable information that we collect or hold.

The Club must comply with the National Privacy Principles contained in the Privacy Act 1998 when dealing with personal information.

Scope

This policy will apply to all members, guests, staff and contractors at the Lake Cathie Bowling & Recreation Club.

Information we collect

- ✚ Personal information about you such as your name, address, contact details, other Club to which you belong when you apply for membership of the Club. This information is required under the Corporations/Registered Clubs Acts. Failure to supply certain information may mean we are unable to accept your membership application.
- ✚ The Club may collect personal information such as your membership number during the course of dealing with you. For example when you purchase goods or services, participate in contests & promotions or return feedback forms.
- ✚ In the interest of security & safety the Club operates video cameras in & around the Club premises.
- ✚ The Club may collect personal information in the course of investigating complaints or pursuing disciplinary proceedings.

- ✚ Users can access our website without revealing their personal information and the Club will not collect any personal information about visitors to the website except when they knowingly provide it.

How we use your information

The Club will use the personal information we collect for the purpose disclosed at the time of collection or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent unless authorised or required by law.

Generally we will only use and disclose your personal information as follows:

- ✚ To establish and maintain your membership to the Club. This includes displaying in the club and in some cases your name & address (as required by law) and providing you with newsletters, renewals, annual reports and other information.
- ✚ To provide the products or services you have requested from the Club.
- ✚ To answer your inquiry.
- ✚ To register you in promotions and competitions.
- ✚ In accordance with the Constitution & by laws of the Club.
- ✚ For marketing purposes.
- ✚ To third parties that are associated with the Club and your membership.

Access to your information

- ✚ You can request access to the personal information that the Club holds about you by contacting the Club Manager.
- ✚ We will provide you access to your personal information unless we are legally authorised to refuse your request and will provide you with the reasons for doing so.
- ✚ If you wish to change your personal information that is out of date incorrect please contact the office who will take the necessary steps to correct your information.

Security

- ✚ The Club will take reasonable steps to ensure that your personal information is stored securely.
- ✚ The internet is not a secure method of transmitting information and accordingly can not accept responsibility for the security of information you send or receive to or from us over the internet.

Changes to this Privacy Policy

The Club may amend this Privacy Policy from time to time by posting the amended version in the Club and on our website.

Contacting Us

If you would like any further information please contact the Club.

Amended 1st June 2009