

Privacy Policy

Privacy Policy

Cammeray Golf Club is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your personal information. The Club has adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your personal information.

Purpose

Our Privacy Policy intends to:

- ensure that the Club complies with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APPs) which govern the way we manage personal information and to protect your personal information.
- protect your personal information from being dealt with in any way that is inconsistent with applicable privacy laws in Australia.
- sets out how we collect, hold, use, disclose and otherwise manage your personal information.

Australian Privacy Principles

Please refer to Annexure A

Consent

By providing personal information to us, you consent to us collecting, holding, using and disclosing your personal information in accordance with and for the purposes specified in this Privacy Policy. You are not required to provide personal information to us. However, if you do not provide us with all the information we request, the services we provide to you may be affected.

Type of information collected

The type of information collected depends on your relationship with us – a Member, a prospective member, a guest of a member, a member of a Club we have a reciprocal arrangement with, a contractor, an employee or prospective employee or someone with whom we do business.

The Club may collect and hold personal information such as:

- your name, address, phone number, email address, occupation, date of birth, proof of age, driver's licence or other form of identification, photograph, golf handicap, competition results, health information (such as medical history and vaccination status), emergency contact information and/or next of kin.
- for prospective employees – your resume, employment history, qualifications and other information required during the application or recruitment process. This may also include information arising from a police background check and working with children check
- when you use our website – device and browsing information from session cookies
- if you correspond with us by email - we may retain the content of your email messages together with your email address and our responses.

Collecting information

The Club may collect personal information

- directly from you when you provide it to us or when you communicate with us. For example, when you, apply to become a member, complete forms or provide information to us by telephone, email or via our website;
- when you register your details and sign in via a registration terminal when entering our premises;
- when you apply for a contract or a job with us; and
- via cookies on our website.

For children aged under 18 years old, we may collect their personal information from a grandparent, parent or legal guardian.

In some circumstances, we may also collect information from third parties. This could occur when we receive references from Members nominating a candidate to become a Member, or provide an opinion about a prospective member's candidacy and where we receive personal information about the prospective member's family; or for guests that attend our premises through their connection to one of our members, or where information is sought or provided by another registered club.

We also operate CCTV cameras on our premises for the safety of our members. These CCTV cameras are operated and hosted internally by the Club. Please refer to the Club's CCTV Policy.

If you provide personal information to us about someone else, you must ensure that you are entitled to disclose that information to us and that, without us taking any further steps required by privacy laws, we may collect, use and disclose such information for the purposes described in this Privacy Policy.

Purpose of collection

The Club collects personal information for the purpose of:

- establishing and administering your membership with us
- arranging bookings for our sporting and dining facilities
- conducting sporting competitions
- managing, conducting, providing, assessing and improving our services
- communicating with you about products and services which we think may be of interest to you (for example – upcoming events, wine sales)
- enhancing your browsing experience on our website
- considering and assessing your application for a role as a contractor or employee, and engaging or employing you
- complying with our legal obligations, including under the Corporations Act 2001(Cth) and the Registered Clubs Act 1976 (NSW)

If you do not wish to receive communications from us, please follow the unsubscribe instructions on the email, or contact us via admin@cammeraygolf.com.au

The Club may also collect personal information for related purposes that would be reasonably expected by you.

To the extent that we collect government related identifiers (as defined in the Privacy Act), we will only use or disclose such information in accordance with the Australian Privacy Principles, for example to establish the identity of the individual or principal place of residence, or for employees to record a tax file number.

Disclosure of personal information

The Club may disclose your personal information to:

- sporting associations
- other clubs with which we have a reciprocal arrangement
- third parties who assist in operating our business, perform functions on our behalf or provide services to us
- the public to the extent that information is about the Club's activities and is provided for inclusion in Club publications
- anyone required or authorised by law
- anyone authorised by you to receive your personal information (consent may be express or implied and can be withdrawn at any time)

The Club may also disclose personal information to a third party where we have a belief that its use and/or disclosure is necessary

- to lessen or prevent threats to an individual's life, health or safety
- to investigate any unlawful or undesirable activity or serious misconduct which is being or has been conducted
- to assist enforcement bodies, such as the police, with their activities
- to assist in locating a missing person
- to establish, exercise or defend a legal or equitable claim
- for the purpose of confidential dispute resolution

The Club is required to maintain and retain registers relating to Members and guests in accordance with the requirements of the Corporations Act and Registered Clubs Act.

The Club publishes our Member's names and phone numbers in the Fixtures Book which is updated annually and made available to all of our Members in print or on our website. If you do not wish to have your name published, please inform the Club in writing.

Where a Member is a proposer or seconder for a prospective Member, that Member's name is also included on the application arm and election lists distributed on the Club's notice board.

Failure to provide information

Where possible and practicable, you will have the option to deal with us on an anonymous basis or by using a pseudonym.

If the personal information you provide to us is incomplete or inaccurate, we may be unable to provide you with the products or services you are seeking or you may be unable to take full advantage of our services.

Credit card details

Credit card details are only stored for processing payments and will be deleted once payment is processed.

Internet protocol (IP) addresses

Our web servers gather your IP address to assist with the diagnosis of problems or support with our services. Information is gathered in aggregate only and cannot be traced to an individual user.

Cookies

Our website uses cookies to provide you with a better experience and help us improve our website and services. These cookies allow us to monitor single user access, anonymously distinguishing you from other users of our services and increase your security by storing your session ID. This aggregate, non-personal information is collated and provided to us to assist in analysing the usage of the site.

If you have switched off cookies then some of the functionality of our services may not be available to you.

Information security

We strive to ensure the security, integrity and privacy of personal information submitted to our website and we review and update our security measures regularly. Unfortunately, no data transmission over the internet can be guaranteed to be totally secure.

We endeavour to take all reasonable steps to protect the personal information you may transmit to us from our online products and services. Once we do receive your transmission, we will also make our best efforts to ensure its security on our systems.

We have security systems in place which are intended to protect your personal information from misuse, interference, loss, unauthorised access, modification or disclosure by the use of various methods including locked storage of confidential paper records, firewalls and password access to computerised records (depending on the nature of the information we are holding).

In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held up us. However, we will not be held responsible for events from unauthorised access to your personal information.

The Club takes reasonable steps to delete or de-identify personal information that is no longer needed.

In the event of a data breach, such as the unauthorised loss, use or disclosure of personal information, we will assess and respond in line with our applicable policies and procedures, which incorporate the requirements contained in the *Privacy Amendment (Notifiable Data Breaches) Act 2017* (Cth).

Access to information

Subject to the exceptions set out in the Privacy Act, you have a right to access and seek correction of personal information that the Club holds about you.

If you wish to access the personal information we hold about you, please make a written request to admin@cammeraygolf.com.au

We will provide you with access to the information within a reasonable period after the request is made, not exceeding 30 days. We may charge you a reasonable fee for processing your request. We may decline a request for

access to your personal information if the Privacy Act prohibits it or does not require us to provide access.

We rely on the information you provide us to be accurate, complete and up to date. If, at any time, you discover that information held about you is incorrect, please contact us to have the information corrected.

Links to other websites

We provide links to websites outside of our website, as well as to third party websites. These linked websites are not under our control and we cannot accept responsibility for the conduct of organisations linked to our website.

Before disclosing your information on any other website, we advise you to examine the terms and conditions of using that website and its privacy statement.

If we become aware of any ongoing concerns or problems with our website, we will take these issues seriously and work to address these concerns.

Complaints

If you believe the Club has breached the Australian Privacy Principles or have any other privacy related concerns, please contact the General Manager using the details listed in the Contact section below.

We may request that you put your complaint in writing and will then endeavour to resolve your complaint within 30 days.

If you are not happy with our response, you can contact the Office of the Australian Information Commissioner.

Contact

Our Privacy Officer can be contacted by mail, phone or email:

The General Manager
Cammeray Golf Club
Park Avenue
CREMORNE NSW 2090

Phone: 9953 1522

Email: admin@cammeraygolf.com.au

Review

This policy will be reviewed from time to time to reflect changes to the law or to our business. We encourage you to check our website for any updates to this Privacy Policy.

The next review date is April 2024.

Australian Privacy Principles — a summary for APP entities

from 12 March 2014



Australian Government
Office of the
Australian Information Commissioner

APP 1 — Open and transparent management of personal information

Ensures that APP entities manage personal information in an open and transparent way. This includes having a clearly expressed and up to date APP privacy policy.

APP 2 — Anonymity and pseudonymity

Requires APP entities to give individuals the option of not identifying themselves, or of using a pseudonym. Limited exceptions apply.

APP 3 — Collection of solicited personal information

Outlines when an APP entity can collect personal information that is solicited. It applies higher standards to the collection of 'sensitive' information.

APP 4 — Dealing with unsolicited personal information

Outlines how APP entities must deal with unsolicited personal information.

APP 5 — Notification of the collection of personal information

Outlines when and in what circumstances an APP entity that collects personal information must notify an individual of certain matters.

APP 6 — Use or disclosure of personal information

Outlines the circumstances in which an APP entity may use or disclose personal information that it holds.

APP 7 — Direct marketing

An organisation may only use or disclose personal information for direct marketing purposes if certain conditions are met.

APP 8 — Cross-border disclosure of personal information

Outlines the steps an APP entity must take to protect personal information before it is disclosed overseas.

APP 9 — Adoption, use or disclosure of government related identifiers

Outlines the limited circumstances when an organisation may adopt a government related identifier of an individual as its own identifier, or use or disclose a government related identifier of an individual.

APP 10 — Quality of personal information

An APP entity must take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. An entity must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.

APP 11 — Security of personal information

An APP entity must take reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. An entity has obligations to destroy or de-identify personal information in certain circumstances.

APP 12 — Access to personal information

Outlines an APP entity's obligations when an individual requests to be given access to personal information held about them by the entity. This includes a requirement to provide access unless a specific exception applies.

APP 13 — Correction of personal information

Outlines an APP entity's obligations in relation to correcting the personal information it holds about individuals.

For private sector organisations,
Australian Government
and Norfolk Island agencies
covered by the *Privacy Act 1988*

www.oaic.gov.au