

CLUB TOUKLEY RSL PRIVACY POLICY

PURPOSE

Club Toukley RSL is required to comply with the provisions of the Privacy Act 1998 which regulates, among other things, the collection, storage, quality, use and disclosure of personal information.

Privacy Law reforms to the Privacy Act 1998 (“Privacy Act”) commenced on the 12th March 2014.

Every employee, to be eligible for employment, has submitted personal information about him/herself.

EMPLOYEE RECORD DEFINED

An employee record is a record of personal information either conventional or in electronic format relating to the employment of a staff member. The record comprises information about employment, including health, recruitment and selection, terms and conditions of employment, performance, discipline, and resignation. Employees records are confidential and kept in locked storage. Employee records are exempt records from the provisions of the Privacy Amendment (Private Sector) Act 2000.

POLICY

Club Toukley RSL values each employee, and so has a commitment to protect the personal information which we handle on behalf of the employee.

It is our policy that:

- We will collect only that information about employees which is needed and relevant.
- We will strive to make certain that personal information about employees is kept accurate and up-to-date.
- We will use appropriate controls to ensure that this information is kept secure, and is only viewed or used by the proper personnel.
- Information about employees will not be disclosed to any external parties without your permission.
- Where requested by law, however, personal information may be provided to a third party.
- Employees will be told how they can review information about them, make updates, and report problems.

- We will comply with applicable laws, regulations, and industry standards when protecting employee information.
- We hold our employees, vendors, contractors, suppliers, and trading partners to meet this same set of policies.

OUR COMMITMENT TO PRIVACY

We will always handle your personal information securely and carefully. We will only use your personal information when it is necessary for us to deliver you a service or perform other necessary business functions and activities. We will not use your information for purposes unrelated to the services we provide, unless first obtaining your consent. We will always use fair and lawful means of collecting personal information. In most circumstances, we will collect personal information directly from you.

AUSTRALIAN PRIVACY PRINCIPLES (APP)

The Australian Privacy Principles (APP) has replaced the National Privacy. There are 13 APP's as follows:-

APP 1 — open and transparent management of personal information

APP 2 — anonymity and pseudonymity

APP 3 — collection of solicited personal information

APP 4 — dealing with unsolicited personal information

APP 5 — notification of the collection of personal information

APP 6 — use or disclosure of personal information

APP 7 — direct marketing

APP 8 — cross-border disclosure of personal information

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

APP10 — quality of personal information

APP 11 — security of personal information

APP 12 — access to personal information

APP 13 — correction of personal information

CUSTOMER PRIVACY

It is a part of Club Toukley RSL's core values that we will properly value and protect any information entrusted to us about our customers. This policy describes how we will safeguard personal and Club information, to ensure peace of mind when dealing with our Club.

It is our policy that:

- We will collect only that information about customers which is needed and relevant.
- We will not disclose information to other parties unless customers have been properly notified of such a disclosure.
- We will strive to make certain that information about customers is kept accurate and up-to-date.
- We will use appropriate controls to ensure that this information is kept secure, and is only viewed or used by the proper personnel.
- We will comply with applicable laws, regulations, and industry standards when protecting customer information.

MAKING A COMPLAINT

When wishing to make a complaint due to breach of privacy, you will need to put that complaint in writing to Club Management and allow 30 days for a response.

If after 30 days you have not received a response or you are dissatisfied with the response you may complain to the Office of Australian Information Commissioner OAIC.

Contact Details:

Phone: 1300 363 992
Email: enquiries@oaic.gov.au
Post: GPO Box 5218 Sydney 2001

BREACH OF POLICY

The Club has an obligation to consistently apply and enforce this policy. Likewise, staff must comply with this policy.

Any employee who breaches this policy shall be subject to counselling and/or disciplinary action, which *may* include termination of employment.