



## Sandringham Athletic Club

### PRIVACY POLICY

**Updated:** 28 NOVEMBER 2022

**Review Due:** 28 NOVEMBER 2023

The information below pertains to the collection and storage of any personal information you may be required to provide to Sandringham Athletic Club (SAC). SAC may also be referred to as 'the club' throughout this document.

For further information regarding your personal information, see also the Privacy policy on the [Athletics Victoria website](#).

In line with privacy requirements as outlined by law, SAC gives the following assurances regarding your personal information:

#### **Collecting personal information**

SAC understands you as a member may have concerns about the privacy, confidentiality, and security of personal information we may obtain about you. SAC Policy is to protect members' privacy and personal information it may collect from time to time.

SAC will always act in good faith and endeavour to comply with the requirements of the Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000.

Personal information is collected by SAC for the primary purpose of membership requirements and/or competition purposes. SAC collects details such as your name, address, mobile number, email address, gender, age, emergency contact details etc.

A hard copy file containing your personal information is retained in a secure location in accordance with the Act, and for a further seven years in accordance with current Federal and State legislation governing document retention, before being destroyed.

#### **Failure to provide required personal information**

Failure to provide the information required for the purposes detailed may mean the club is unable to complete your registration.

#### **Disclosure of personal information**

Your personal information will only be used or disclosed by the club, as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Act Amendment (Private Sector) Act, 2000.

To facilitate SAC delivering better services and benefits to its members, personal information collected may be shared with our governing organisation, Athletics Victoria.

### **Withdrawing consent for disclosure of information**

If you do not consent to any of the disclosures above, please advise the SAC executive committee in writing. We will then ensure your personal information is not used for this purpose. This exemption cannot apply where the club is required by law to provide such disclosure.

If you do not object to the uses or disclosures as stated above, SAC will accept this as having received your express consent.

### **Accessing personal information**

Members may, upon written request, access their own personal information which the club has obtained from the online AV membership registration portal.

If for any reason SAC is not able to release personal information, for example in cases where it would be unlawful to do so, we will notify you of this refusal and the basis for it.

### **Making changes to personal information**

The club endeavours to ensure personal information held is accurate, complete and up to date. To check your personal information, login to the [AV members portal](#) and select 'Profile'. If you update your information here ensure you click 'submit' at the bottom of the page. If you have technical issues please [contact the club](#) or [Athletics Victoria](#) to correct your information.

### **Lodging a complaint**

For any purpose associated with privacy matters, including the lodgement of a complaint, please contact SAC immediately so we can efficiently handle your concern or complaint.

### **Our Privacy Policy**

Copies of this privacy policy are available from the [Sandringham Athletic Club website](#) or can be emailed to you upon request.

This Privacy Statement was last amended on 28 November 2022.

### **Consent**

I provide my consent for Sandringham Athletic Club to collect, use and disclose my personal information as outlined above.

I understand I am entitled to access my own records except where access would be denied for legal or other appropriate reasons.

I understand I may withdraw my consent for Sandringham Athletic Club to disclose my personal information (except where legal obligations must be met).

**Member Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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