



# Northern Districts Gymnastic Club Inc

1 / 5 Whipple St, Balcatta, WA  
PO Box 797 Balcatta 6914  
Ph: 08 9240 6861, Fx: 08 9240 6863  
Email: info@ndgc.org.au  
Web Site: www.ndgc.org.au

## HUMAN RESOURCES

Policy Title:	<b>PRIVACY POLICY</b>
Policy Number:	<b>POLHR 06</b>
Date of issue:	<b>September 2011</b>
Controlling Body	<b>NDGC Board of Management</b>

### **1.0 STATEMENT OF COMMITMENT**

Northern Districts Gymnastics Club Inc (NDGC) is committed to providing you with the highest levels of membership service; this includes protecting your privacy. Bound by new sections of the Commonwealth Privacy Act (1988), which set out a number of principles concerning the protection of an individual's personal information.

In complying with these laws NDGC aims to ensure that we handle personal information responsibly and are consistent in our approach to the collection, use and disclosure of this information. The laws also give the individual rights to access their personal information and to correct it, if needed.

Northern Districts Gymnastics Club Inc's Privacy Policy contains the following important information, which the Commonwealth Privacy Act requires us to communicate to all of our customers and Members, regarding the use of personal information:

- What is personal information
- How we collect personal information
- How we use personal information
- When we disclose personal information
- Storage and security of personal information
- Accuracy of personal information
- Access to personal information

### **2.0 DEFINITION / POLICY COVERAGE**

- 2.1 Personal information** - is defined in the Privacy Act as information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.
- 2.2 Organisation** – refers to an individual, a body corporate, a partnership, any other unincorporated association and a trust
- 2.3 Member** – refers to Employees, Staff, Administrators, Volunteers, Coaches, Judges, Athletes and Officials
- 2.4 Information covered** - all personal information gathered by, or on behalf of, NDGC for the purpose of managing and enhancing membership.



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## 3.0 POLICY APPLICATION

- 3.1 This Policy applies to all members of NDGC.
- 3.2 This Policy equally applies to Members involved in each of the NDGC's gymnastic disciplines; including Men's Artistic Gymnastics, Women's Artistic Gymnastics, Rhythmic Gymnastics, General Gymnastics, Sport Aerobics, Trampoline Sports and Sports Acrobatics

## 4.0 REQUIREMENTS AND RESPONSIBILITIES

The requirements and responsibilities of NDGC's application of our Privacy Policy are outlined below:

### 4.1 How we collect personal information

To deliver and enhance the services offered by NDGC, certain information is collected. NDGC collects personal information from you when:

- You register to become an affiliated gymnast
- You register to become an affiliated technical member
- You enter into a contract of employment
- You enter an NDGC / GWA / GA event or participation program
- You purchase merchandise from us
- You request information from us
- You provide information to one of our staff
- You participate in one of our surveys

### 4.2 How we use personal information

- 4.2.1 We only collect information that is necessary for us to carry out our primary purpose of providing services relating to: membership, education, events and merchandise. Your personal information may be used in order to:
- Provide the services you require
  - Internal accounting and administration
  - Regulatory reporting and compliance
  - Help us to identify and inform you about other products or services that may be of benefit to you
- 4.2.2 If we send you any information about services or products you do not require, or you do not want us to disclose personal information to any other organisation, (including related organisations) you can advise us accordingly by writing to our **Business Manager**.
- 4.2.3 If you do not advise us otherwise, you confirm agreement on your own behalf and / or behalf of others you represent
- 4.2.4 If you choose not to provide personal information, we may not be able to provide you with the services you require, or the level of service on which we pride ourselves



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## 4.3 When we disclose personal information

We disclose personal information to other organisations that we believe is necessary to assist in providing our services. The organisations to which we disclose personal information include:

- 4.3.1 Outsourced service providers who manage the services we provide to you, including:
- State Association
  - Insurers
  - Sport Education Section (ASC)
- 4.3.2 Our professional advisors, including our accountants, auditors and lawyers
- 4.3.3 Government and regulatory authorities and other organisations, as required or authorised by law

We limit the use and disclosure of any personal information provided to us to such organisations for the specific purpose for which we supplied it.

When you provide us with personal information about other individuals, we rely on you to have made them aware that you will or may provide their information to us, the purposes we use it for, the types of third parties we disclose it to and how they can access it.

## 4.4 Storage and security of personal information

NDGC stores personal information on a database. Your personal information may be held in both paper file and computer file form. We have implemented measures of a reasonable nature to ensure that all personal information about you is securely stored from misuse, loss and unauthorised handling.

## 4.5 Accuracy of personal information

We take reasonable steps to ensure that whenever we collect, use or disclose personal information it is accurate, complete and up to date.

## 4.6 Access to personal information

You have the right to access your personal information, subject to some exceptions allowed by law. If you would like to do so, you can gain access to your personal information by contacting our **Business Manager** or by writing or e-mailing NDGC.

Alternatively, you may also advise us at any time about possible breaches of privacy, inaccurate or incomplete personal information.



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## 5.0 POLICY BREACHES AND CONSEQUENCES

NDGC has a Complaints and Management Procedure and will deal with any complaints about breaches of this Policy promptly, seriously, sensitively and confidentially. NDGC recognises that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a complaint.

5.1 Disciplinary action will be taken by NDGC against anyone who:

- Is found to be in breach of this policy
- Victimises or retaliates against a person who has complained of a breach of this policy
- Is found to have made a frivolous complaint

5.2 The discipline will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or other form of action

## 6.0 CONFIDENTIALITY AND REPORTING

Northern Districts Gymnastics Club Inc administration is responsible for implementing this Policy will keep confidential the names and details relating to complaints, unless disclosure is:

- Necessary as part of the disciplinary or corrective process; or
- Required by law.

## 7.0 RELATED POLICIES, PROCEDURES & FORMS

- Complaints and Grievance Procedure

## 8.0 POLICY IS REQUIRED TO BE PUBLISHED IN

1. Website
2. Staff and Board Handbook