



Manly Warringah Gymnastics – Privacy Policy

POLICY NAME: Manly Warringah Gymnastic Club NSW Privacy Policy
DATE OF ISSUE: October 2015
POLICY COVERAGE: All MWGC Gymnastics and activities
DATE OF REVIEW: January each year
CONTROLLING BODY: Gymnastics NSW

INTRODUCTION:

Manly Warringah Gymnastic Club Pty Ltd Company Limited by Guarantee ABN 49 155 260 343 (herein referred to as MWGC) is a Community Owned and Not for Profit gymnastic club and governed by a Board of Directors.

MWGC is committed to providing the highest levels of membership service. This includes protecting member's privacy. From 21st December 2001, we will be bound by the new sections of the Commonwealth Privacy Act 1988, which sets out a number of principles concerning the protection of individual's personal information.

OBJECTIVE

The aim of these new laws is to ensure that organisations handle personal information responsibly and provide a consistent approach to its collection, use, disclosure, access and protection. These new laws also give the individual new rights such as access to their personal information and the ability to correct it, if needed.

APPLICATION

This Privacy Statement contains the following important information the Privacy Act requires us to communicate to all of our 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

Note.

This Privacy Policy is to be read in conjunction with the rules, policies and procedures of MWGC.

This Privacy Statement was created in October 2015.

Manly Warringah Gymnastic Club will review its Privacy Statement from time to time with the aim of improving it.

- What is personal information?

Personal information is information about an individual who can be identified, or whose identity could be reasonably ascertained, from the information.

- How we collect personal information

To deliver and enhance the services offered by MWGC, certain personal information is collected. MWGC collects personal information from members that is volunteered when they:

- Register to become an affiliated club
- Register to become a club member (i.e. an athlete, volunteer or administrator)
- Enter a Gymnastics event or participation program
- Participate in a Gymnastics course or workshop
- Purchase merchandise from us
- Request information from us
- Provide information to one of our staff
- Participated in one of our surveys
- Access our website and its third party providers

- How we use personal information

We will only collect information that is necessary for us to carry out our primary purpose of providing services relating to: membership, education, events and merchandise.

Personal information may be used in order to:

- Provide the services required
- Internal accounting and administration
- Regulatory reporting and compliance
- Helping us to identify and inform members about other products or services that may be of benefit.
- If we send members any information about services or products they do not require, or they do not want us to disclose personal information to any other organisation (including related organisations) they can advise us accordingly by writing to the MWGC administrators.
- If they do not advise us otherwise, they confirm agreement on their own behalf and/or on behalf of others they represent.
- If they choose not to provide personal information, we may not be able to provide them with the services required, or the level of service on which we pride ourselves. This includes the provision of membership benefits such as Insurance cover.

- 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 information include outsourced service providers who manage the services we provide to members, including Gymnastics NSW, Gymnastics Australia and associated insurers, our professional advisors, including our accountants, auditors and lawyers. Any Government and regulatory authorities and other organisations as required or authorised by law.
- We limit the use and disclosure of any personal information provided by us to such organisations for the specific purpose for which we supplied it.
- When members provide us with personal information about other individuals, we rely on them to have made these individuals aware that they 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. This is extremely important for Club owners providing the personal information of their members.
- It should also be noted that the contact details provided by a member may be disclosed when we believe it is necessary to assist in providing our services. This may include disclose to the following:-
 - Other Club members
 - Club membership enquires from the public
 - Other organisations for matters specifically related to Gymnastics

- Storage and security of personal information

- MWGC stores personal information on a computer database.
- Member's 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 members is securely stored from misuse, loss and unauthorised handling.

- Accuracy of personal information

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

- Access to personal information

- Members have a right to access their personal information, subject to some exceptions allowed by law. If a member would like to do so, they can gain access to their personal information by contacting or by writing to MWGC's office. Alternatively, they may also advise us at any time about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed.

REVIEW

The MWGC Privacy Policy will be reviewed annually and updated in line with any legislative changes that have significant impact on the manner in which privacy issues are to be dealt with.

ADDITIONS OR AMENDMENTS

In addition to the annual review of this policy recommended changes to the policy may be submitted to the Gymnastics NSW Board of Management for consideration, at any time. In the event that changes are accepted, the policy will be updated, dated and circulated to relevant stakeholders.