



Ballarat YCW Harriers Privacy Policy Statement

The information below pertains to the collection and storage of any personal information you may be required to provide to Ballarat YCW Harriers.

In line with privacy requirements as outlined by law, Ballarat YCW Harriers gives the following assurances in regards to your personal information:

Collecting personal information

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

Ballarat YCW Harriers has undertaken 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 Ballarat YCW Harriers for the primary purpose of membership requirements and/or competition purposes. Ballarat YCW Harriers collects details such as your name, address, telephone and facsimile numbers, email addresses, gender, age, marital status, 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 Ballarat YCW Harriers is unable to complete your membership which information is being used.

Securing personal information

To prevent any unauthorised access to your information, Ballarat YCW Harriers has installed computer and network security, including password protection processes.

Only staff authorised by the Executive have access to the data file information. Hard copies of information are stored in locked cabinets or equivalent off site secured storage areas.

Disclosure of personal information

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

To facilitate Ballarat YCW Harriers delivering better services and benefits to its members, personal information collected may be shared with other organisations, Athletics Victoria.

Further, to conduct our operations, Ballarat YCW Harriers occasionally engages independent operators and parties. Accordingly, some this information may be used or disclosed in part to:

- enable mail contractors to deliver documents and communications to members;
- officers of a government law enforcement agency in connection with the lawful performance of their duty;
- a debt collection agency for financial default purposes;
- send direct mail to members with news of special offers or the availability of new products or services;

Withdrawing consent for disclosure of information

If you do not consent to any of the disclosures above please advise Ballarat YCW Harriers in writing. We will then ensure your personal information is not used for this purpose. This exemption cannot apply where Ballarat YCW Harriers is required by law to provide such disclosure. If you do not object to the uses or disclosures as stated above, Ballarat YCW Harriers will accept this as having received your express consent.

Accessing personal information Members may, upon written request, access their own personal information which Ballarat YCW Harriers has obtained from membership application forms and the related product or service forms it currently holds.

If for any reason Ballarat YCW Harriers is not in a position 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

Ballarat YCW Harriers endeavours to ensure personal information held is accurate, complete and up-to-date. Where you believe personal information held is not accurate, complete or up-to-date, please advise Ballarat YCW Harriers and every effort will be made to correct the information.

Lodging a complaint

For any purpose associated with privacy matters, including the lodgement of a complaint, please contact Ballarat YCW Harriers immediately so we can quickly deal with your concern or complaint.

Our privacy policy

Copies of this privacy policy are available from the Ballarat YCW Harriers Secretary, and can be e-mailed or mailed to. This policy is also available on our website at www.ballaratycw.com.au

Consent

Members provide consent to the privacy policy when signing or submitting the appropriate yearly membership form

Ballarat YCW Harriers PO BOX 465 Wendouree Vic 3350 www.ballaratycw.com.au

Document Control

Date	Version	Initials	Comments
14/1/16	1	KD	Initial Policy Adopted