



# YERONGA TENNIS CLUB

## Privacy Policy

### Our Commitment

1. Yeronga Tennis Club (**YTC**) respects the privacy of its members. YTC is bound by the National Privacy Principles contained in the *Privacy Act 1988 (Cth)* (**Privacy Act**).
2. Existing members and future members must read and agree to the terms of this privacy policy. By accepting this privacy policy, all members expressly consent to the use and disclosure of their personal information in the manner prescribed in this privacy policy. The privacy policy is available for viewing on the clubhouse notice board.

### Openness

1. On request, this document outlining information handling will be available to any member or person whose records are held by YTC.
2. Members have the right to ask what sort of personal information YTC holds about them, and how YTC collects, holds and uses it.
3. Generally YTC will allow members to view any personal data stored on them, unless YTC, acting reasonably, believes there are grounds for not doing so.
4. Members have the opportunity to request removal from the contact database at any time or to refuse distributed material and other communications.

### Collection of information and Use

1. YTC collects certain personal information about its members to conduct its business functions or activities.

This includes, without limitation, the following personal details of members:

- Name and title
  - Address for correspondence, phone, fax and e-mail
  - Personal data/interests related to specialised activities and programs of the club.
2. Where possible YTC will use personal information for the main purpose for which it was provided. YTC may also use it for other purposes about which individuals have been informed or for which an individual would reasonably expect YTC to use the information.
  3. Personal information that is not required for business or that would be inappropriate is not collected.
  4. Sensitive information or government identifiers are not collected or recorded.

### Record Accuracy

1. A yearly review of all records is conducted in order to identify those members no longer active within the club. The records of inactive members are removed from the database.
2. Members' details are also reviewed yearly to ensure accuracy and updated by agreement, where required.

## Data Security

YTC uses technology and other means to ensure that the personal information it holds is as secure from unauthorised access, destruction, use, modification or disclosure as it reasonably can be. The security of the data is ensured through implementation of the following:

- Prevention of loss of data through back-up procedures including weekly back-up to a master computer held off-site from the data source and to a removable hard-drive
- Prevention of data being stolen through implementation of a 24 hour monitored back-to-base security system on site at the data source
- Storage on a Macintosh system with appropriate security measures are in place to prevent hacking and manipulation of data
- In addition, YTC Club Secretary maintains a master copy paper version of registered members

## Disclosure

1. Data will not be disclosed to another organisation within the same or any industry for commercial use
2. Personal information may be disclosed to a third party (other than a club member) to facilitate club activities or programs.
3. Personal information may be disclosed to a third party where:
  - YTC has the consent of the member concerned; or
  - YTC is required by law or legal process to make the disclosure.

## Variation of Privacy Policy and how to contact us

1. YTC may change this privacy policy from time to time based on members' comments, YTC's need to accurately reflect its data collection and disclosure practices, or to comply with changes to the law. YTC will post the updated privacy policy on the clubhouse notice board and it will take effect immediately or on a date which is nominated in the posting. Members' ongoing membership in the club after the changes take effect signifies their agreement to the updated privacy policy. Members are responsible for checking the clubhouse regularly for changes. If a member disagrees with changes that are made to the privacy policy, the member may terminate their membership in accordance with club policies.

If a member:

(a) feels that YTC is not complying with this privacy policy;

(b) wishes to seek access to their personal information;

or (c) has any other privacy concerns,

that member can contact YTC's privacy officer below:

- by telephone on 0407 151 306
- by email to [secretary@yerongatennisclub.com.au](mailto:secretary@yerongatennisclub.com.au)
- by letter to the privacy officer c/o P O Box 3403, Loganholme QLD 4129