

## **Privacy Policy**

### **Introduction**

The Cooma Ex-Services Club (the Club) recognises that the privacy of information is important to people and is committed to safeguarding personal information provided by members, guests and employees.

The Club is obligated to comply with the National Privacy Principles contained in the *Privacy Act 1988 (Cth)* when dealing with personal information.

### **Objective**

The Privacy Act contains the Australian Privacy Principles (APPs) that regulate how organisations collect, use, disclose and store personal information and how individuals may access and correct personal information held about them.

This policy sets out how the Club aims to comply with its obligations under the Privacy Act.

### **Policy Aims**

The purpose of the Policy is to set out the guidelines for the Club, its members, guests and employees to deal with personal information and aim to avoid instances where the privacy of individuals may be adversely affected.

### **Policy statement**

The Board has a responsibility to Club members and guests for the conduct of the affairs and activities of Cooma Ex-Services Club. In carrying out its responsibilities, the Board undertakes to serve the interests of all Club members, employees, other stakeholders and the broader community.

This policy sets out guidelines to ensure the Club complies with its obligations under the Privacy Act and the APPs.

### **Collection of Personal Information**

The Cooma Ex-Services Club collects general information about individuals such as name, address, date of birth (D.O.B) and contact details; this information may be required to be collected by the Club under the Corporations Act or Registered Clubs Act. Other information personal to individuals may also be collected from time to time.

For the safety of all members, guests and employees, the Club operates security cameras to monitor the premises. Personal information may be collected directly, or from third parties, in the course of investigating complaints, incidents, monies owed or the like.

## **Use of Information**

The Club uses your personal information for the purposes it was given at the time of collection or as set out in this Policy. Uses of personal information may include:

- ) To identify you;
- ) To maintain your membership of the Club, or; allow you to be a visitor of the Club;
- ) Provide information to you, or third parties, as required by law;
- ) To provide you with information necessary to be an active member of the Club;
- ) To allow you to enter Club promotions and events;
- ) To assist the Club in maintaining current products, services and facilities to you;
- ) To assist the Club collect payments.

## **Security**

The Club takes steps to keep personal information we collect secure and accurate. When no longer required personal information is deleted or destroyed.

The Club cannot accept responsibility for the security of information sent through the internet by you to the Club or the Club to you, or third parties, as security of the information cannot be guaranteed.

## **Access**

An individual can request to access the personal information the Club holds about them by contacting the Privacy Officer. The Club will provide you with access to your personal information unless it considers there is a reason under the Privacy Act or other relevant law the Club is to withhold the information.

Please notify the Privacy Officer if you wish to make changes your personal information held by the Club. The Club may refuse to make changes to personal information if it is required by law, in which case you will be sent a statement advising you of the reason of our decision.

## **Contact**

Privacy Officer  
Mikyla Gater  
Cooma Ex-Services Club  
106 Vale Street  
Cooma NSW 2630

Email: [mikyla@coomaexservices.com.au](mailto:mikyla@coomaexservices.com.au)

Phone: +61 2 6452 1144