



COMPANY POLICY

TITLE: PRIVACY POLICY

<p>Purpose</p>	<p>STATEMENT OF COMMITMENT</p> <p>South Coast Gymnastics Academy 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 an individual's personal information.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> ● Define 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
<p>Policy</p>	<p>APPLICATION OF POLICY</p> <p>This Policy applies to all members of South Coast Gymnastics Academy; employees, officers, administrators, volunteers, coaches, judges, athletes and officials.</p>

This Policy applies equally to members involved in each of the South Coast Gymnastics Academy' disciplines, including Men's Artistic Gymnastics, Women's Artistic Gymnastics, Rhythmic Gymnastics, General Gymnastics, Sport Aerobics, Trampoline Sports and Sports Acrobatics.

This Policy applies to behaviour occurring both within and outside the course of South Coast Gymnastics Academy' business, activities and events, when the behaviour involves members and negatively affects relationships within South Coast Gymnastics Academy' sport and work environment.

REQUIREMENTS AND RESPONSIBILITIES

The requirements and responsibilities of South Coast Gymnastics Academy in application of the Privacy Policy are outlined in the following:

How do we collect personal information?

To deliver and enhance the services offered by South Coast Gymnastics Academy, certain personal information is collected. South Coast Gymnastics Academy collects personal information from you that you volunteer when:

- You register to become a member;
- You enter a South Coast Gymnastics Academy event or participation program;
- You participate in a South Coast Gymnastics Academy course;
- You purchase South Coast Gymnastics Academy merchandise;
- You request information from South Coast Gymnastics Academy;
- You provide information to one of our staff;
- You participate in one of our surveys.

How do 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.

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.

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 Operational Team.

If you do not advise us otherwise, you confirm agreement on your own behalf and/or on behalf of others you represent.

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.

When do 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 you, including:
 - Insurers
 - Sport Education Section (ASC)
- Our professional advisors, including our accountants, auditors and lawyers.
- Government and regulatory authorities and other organisations, as required or authorized 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 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. This is extremely important for club owners providing the personal information of their members.

Storage and security of personal information?

South Coast Gymnastics Academy stores personal information on a computer 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 unauthorized 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?

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 Operational Team or by writing to South Coast Gymnastics Academy. Alternatively, you may also advise us at any time about possible breaches of privacy, inaccurate, or incomplete personal information.

POLICY BREACHES AND CONSEQUENCES

Procedural Steps

South Coast Gymnastics Academy undertakes to deal with any complaints of a breach of the Privacy Policy promptly, seriously, sensitively and confidentially. At any stage, it is the prerogative of the complainant to proceed with, or dissolve, a complaint.

Discussion

Should a complaint arise, South Coast Gymnastics Academy encourages the complainant to consider the following options:

- Approach the person creating the problem and ask him or her to stop the behaviour.
- If the behaviour continues, or it is not possible to approach the person, contact either:
 - Coach or manager.
 - South Coast Gymnastics Academy Member Protection Contact Officer; &/or
 - President or other official of the club or Gymnastics NSW

CONFIDENTIALITY AND REPORTING

South Coast Gymnastics Academy' administration is responsible for implementing this Policy and 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.

The South Coast Gymnastics Academy management and administration responsible for implementing this policy will keep confidential the names and details of all members and their payments unless disclosure is necessary for entry to competitions, insurance purposes, by Gymnastics NSW, or as part of the disciplinary or corrective process in the event of a breach of policy.

Access to your personal information

You have a 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 Operational Team Manager. Alternatively, you may also advise us at

	any time about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed
Responsibility	All Staff-Members-Families-Community

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Liz Medway

Original issue: 1/08/2009

Title: Operational Team Manager

Policy Maintained by: Shelly McGregor/Liz Medway

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Title: Operational Team Members

Review date: The end of each calendar year

Approved:

Liz Medway

Operational Team Manager