

**PRIVACY POLICY STATEMENT**  
**St Kevin's Amateur Athletic Club Privacy Policy Statement**

The information below pertains to the collection and storage of any personal information you may be required to provide to St Kevin's Amateur Athletic Club.

In line with privacy requirements as outlined by law, St Kevin's Amateur Athletic Club gives the following assurances in regards to your personal information:

**Collecting personal information**

St Kevin's Amateur Athletic Club understands you as a member may have concerns about the privacy, confidentiality, and security of personal information we may obtain about you. St Kevin's Amateur Athletic Club policy is to protect members' privacy and personal information it may collect from time to time.

St Kevin's Amateur Athletic Club 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 St Kevin's Amateur Athletic Club for the primary purpose of membership requirements and/or competition purposes. St Kevin's Amateur Athletic Club 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 St Kevin's Amateur Athletic Club is unable to complete your membership registration with Athletics Victoria or APSOC.

**Securing personal information**

To prevent any unauthorised access to your information, St Kevin's Amateur Athletic Club has installed computer and network security, including password protection processes.

Only staff authorised by the President of St Kevin's Amateur Athletic Club 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 St Kevin's Amateur Athletic Club as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate St Kevin's Amateur Athletic Club delivering better services and benefits to its members, personal information collected may be shared with other organisations, including St Kevin's Old Collegians Association, Athletics Victoria and APS Old Collegians Association.

Further, to conduct our operations, St Kevin's Amateur Athletic Club 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 St Kevin's Amateur Athletic Club in writing. We will then ensure your personal information is not used for this purpose. This exemption cannot apply where St Kevin's Amateur Athletic Club is required by law to provide such disclosure. If you do not object to the uses or disclosures as stated above, St Kevin's Amateur Athletic Club will accept this as having received your express consent.

### **Accessing personal information**

Members may, upon written request, access their own personal information which St Kevin's Amateur Athletic Club has obtained from membership application forms and the related product or service forms it currently holds.

If for any reason St Kevin's Amateur Athletic Club 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**

St Kevin's Amateur Athletic Club 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 St Kevin's Amateur Athletic Club 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 St Kevin's Amateur Athletic Club immediately so we can quickly deal with your concern or complaint.

### **Our privacy policy**

Copies of this privacy policy are available from the St Kevin's Amateur Athletic Club office, or can be e-mailed or mailed to. This policy is also available on our website at [www.skaac.com](http://www.skaac.com) .

**This Privacy Statement was last amended on 25/8/2016.**