

Nightcliff Sports Club Inc Customer Privacy Statement

Nightcliff Sports Club Inc is committed to the privacy of its customer records and for your information we have documented our information handling practices below. Please contact Nightcliff Sports Club Inc on 08 8985 3121 if you wish to discuss any aspect of our information handling practices.

The kinds of personal information held by Nightcliff Sports Club Inc

Nightcliff Sports Club Inc only collects personal information from you that is necessary for it to perform its functions. The kinds of personal information Nightcliff Sports Club Inc holds about you will depend on the services you request from Nightcliff Sports Club Inc and the use that you make of those services. However the information may include:

- Your name, address and contact details
- Date of Birth
- Records of use made by you of services provided by Nightcliff Sports Club Inc to you

Use of your personal information

Nightcliff Sports Club Inc respects your privacy. As a result, Nightcliff Sports Club Inc does not trade, rent, or sell your personal information. The primary purpose for which we use your personal information is to provide you with the Club's services and amenities. In the course of providing this service to you we may also use your personal information for related purposes which include the following:

- Sending you newsletters
- Contacting you regarding events at the Club
- Advising you of Club elections and other matters concerned with the running of the Club

How Nightcliff Sports Club Inc collects personal information

Nightcliff Sports Club Inc collects personal information directly from you when you apply to join Nightcliff Sports Club Inc as a member. We also collect or amend the information from time to time such as membership renewals.

Contracting out services and disclosures

Nightcliff Sports Club Inc contracts out some services such as mailing to external service providers. Nightcliff Sports Club Inc may disclose your personal information to these organisations but only so that they can provide you with the services that Nightcliff Sports Club Inc has contracted out.

Access to personal information

Generally you have the right to see or obtain a copy of personal information about you that we may hold. Nightcliff Sports Club Inc will handle requests for access to personal information in accordance with the National Privacy Principles.

To request access to your personal information, please call 08 8985 3121 or e-mail info@nightcliffsportsclub.com.au

As long as we can verify your identity the person you speak to may be able to provide you with the information you require over the telephone. If you wish to have a copy of that information we will ask that you put your request in writing and either post or fax it to us. Again this is to ensure we can verify your identity.

In some cases we may need time to consider and respond to your request for access..

If for any reason we refuse to give you access to your information we will let you know why.

The circumstances in which we may refuse to give you access to your personal information include where giving you access:

- Would have an unreasonable impact on other people's privacy
- Would prejudice any negotiations we are having with you
- Would prejudice an investigation of unlawful activity
- Would prejudice activities carried out by or for a law enforcement body

If you believe we hold personal information about you that you consider to be inaccurate, incomplete or out of date you should tell us by calling 08 8985 3121. In most cases we will amend any inaccurate, incomplete or out of date information. In some cases it is necessary for us to keep a record of what we know or understand to be correct at a particular time.

However in those circumstances if you request we will take reasonable steps to associate with the relevant record of your personal information a statement to the effect that you claim the information is inaccurate, incomplete or out of date. We would ask that you discuss your request with us by calling 08 8985 3121.

Complaints

You can complain about breaches of your privacy in writing, through our website or by phone by contacting us using any of the following contact details