HrdKAW Strength and Weightlifting Club

PRIVACY POLICY



1. INTRODUCTION

HrdKAW Strength and HrdKAW Weightlifting Club is committed to providing participants with the highest levels of service, which includes protecting participants' privacy. HrdKAW Strength and HrdKAW Weightlifting Club is bound by the <u>Commonwealth Privacy Act 1988</u>, which sets out a number of principles concerning the protection of an individual's personal information.

The aim of this law is to ensure that organisations handle personal information responsibly and provide a consistent approach to its collection, use and disclosure. These laws also give the individual rights such as access to their personal information and the ability to correct it, if needed.

This document sets out how HrdKAW Strength and HrdKAW Weightlifting Club may collect, hold and use personal information. By providing your personal information to HrdKAW Strength and HrdKAW Weightlifting Club, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

2. WHAT IS PERSONAL INFORMATION?

"Personal information" is information or an opinion (including information forming part of a database), whether true or not, and whether recorded in material form or not, about an individual whose identity is reasonably apparent, or can be reasonably ascertained, from the information or opinion.

HrdKAW Strength and HrdKAW Weightlifting Club collects personal information in order to properly and efficiently carry out its functions, including to provide you requested products and services, and to facilitate the provision of marketing, and promotion services that may be of interest to you.

HrdKAW Strength and HrdKAW Weightlifting Club uses personal information only for the purposes for which it was provided and for directly related purposes (unless otherwise required by or authorised under law). We may state a more specific purpose at the point we collect your information.

If you do not provide us with the information that we request, we may not be able to provide you with our products or services.

3. WHAT PERSONAL INFORMATION DOES HRDKAW STRENGTH AND HRDKAW WEIGHTLIFTING CLUB COLLECT?

The information collected by HrdKAW Strength and HrdKAW Weightlifting Club about a particular person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth, gender, credit card details, driver's licence number, insurance details, employment history, working with children checks, police checks or qualifications.

3.1 Sensitive Information

If it is reasonably necessary in the circumstances, HrdKAW Strength and HrdKAW Weightlifting Club may also collect sensitive information (which is a type of personal information) such as your medical history, nationality or disability backgrounds.

Sensitive information is afforded a higher level of privacy protection than other personal information. Where you provide sensitive information to HrdKAW Strength and HrdKAW Weightlifting Club, you also provide consent to HrdKAW Strength and HrdKAW Weightlifting Club collecting it in accordance with this Privacy Policy, unless you tell us otherwise.

4. HOW HRDKAW STRENGTH AND HRDKAW WEIGHTLIFTING CLUB COLLECTS PERSONAL INFORMATION

To deliver and enhance the services offered by HrdKAW Strength and HrdKAW Weightlifting Club, certain personal information is collected. HrdKAW Strength and HrdKAW Weightlifting Club collects personal information from individuals when an individual:

- Participates in any program, activity, workshop, clinic, education course or event run by HrdKAW Strength or HrdKAW Weightlifting Club
- Requests information from HrdKAW Strength and HrdKAW Weightlifting Club, or contacts
 HrdKAW Strength and HrdKAW Weightlifting Club via email, telephone or mail, or engages with
 HrdKAW Strength and HrdKAW Weightlifting Club via social media

- Participates in a HrdKAW Strength and HrdKAW Weightlifting Club survey
- Accesses the HrdKAW Strength and HrdKAW Weightlifting Club website
- Applies for an employment or or volunteer position with HrdKAW Strength and HrdKAW Weightlifting Club
- Purchases merchandise, products or services from HrdKAW Strength and HrdKAW Weightlifting Club

Personal information may also be collected where HrdKAW Strength and HrdKAW Weightlifting Club is required to do so by law (for education, child protection, work health and safety laws, charitable collections, medical treatment or other legislation in Australia).

4.1 Providing Information

If you do not provide some or all of the information that we request from you, this may affect HrdKAW Strength and HrdKAW Weightlifting Club's ability to communicate with you or provide the requested products or services.

By not providing requested information, you may jeopardise your ability to participate in programs or competitions or apply for employment or volunteer positions with HrdKAW Strength and HrdKAW Weightlifting Club. If it is impracticable for HrdKAW Strength and HrdKAW Weightlifting Club to deal with you as a result of you not providing the requested information or consent, HrdKAW Strength and HrdKAW Weightlifting Club may refuse to do so.

4.2 Collection From Third Parties

HrdKAW Strength and HrdKAW Weightlifting Club may collect personal information regarding a child from the parent or other responsible person associated with that child.

In some circumstances, HrdKAW Strength and HrdKAW Weightlifting Club collects information from third parties.

Examples of such third parties could include, without limitation, Sport Integrity Australia, NSW Weightlifting Association (NSWWA), Australian Weightlifting Federation (AWF) or government and law enforcement bodies as required by law.

4.3 Information Storage and Collection

HrdKAW Strength and HrdKAW Weightlifting Club stores personal information on a computer database. The personal information may be held in both paper file and computer file form. HrdKAW Strength and HrdKAW Weightlifting Club has implemented measures of a reasonable nature to ensure that all personal information is securely stored from misuse, loss and unauthorised handling.

Much of the information we collect from and about our participants is added to the HrdKAW Strength and HrdKAW Weightlifting Club database. When your information is added into the HrdKAW Strength and HrdKAW Weightlifting Club database, the information may be combined or linked with other information held about you.

Security of personal information is important to HrdKAW Strength and HrdKAW Weightlifting Club. HrdKAW Strength and HrdKAW Weightlifting Club has taken steps to protect the information we hold from misuse, loss, unauthorised access modification or disclosure. Some of the security measures HrdKAW Strength and HrdKAW Weightlifting Club uses includes strict confidentiality requirements of our employees, volunteers, service providers, security measures for system access and security measures for our website.

5. HOW HRDKAW STRENGTH AND HRDKAW WEIGHTLIFTING CLUB USES PERSONAL INFORMATION

HrdKAW Strength and HrdKAW Weightlifting Club, and third parties to whom we may disclose personal information in accordance with this Privacy Policy, may collect, hold and use your personal information to:

- 1. Verify your identity;
- 2. Complete background checks;
- Research, develop, run, administer and market programs, activities, education courses and other events relating to HrdKAW Strength and HrdKAW Weightlifting Club;
- 4. Research, develop and market products, services, merchandise and special offers made available by us and third parties;
- 5. Respond to emergency situations involving or requiring medical treatment;
- 6. Administer, manage and provide you with information and access to HrdKAW Strength and HrdKAW Weightlifting Club's website;

- 7. Keep you informed of news and information relating to various events, activities and opportunities via various mediums;
- 8. Internal accounting and administration; and
- 9. Regulatory reporting and compliance.

HrdKAW Strength and HrdKAW Weightlifting Club may use health information to ensure that programs or activities we run operate safely and in accordance with any special health needs participants may require. Health information may also be kept for insurance purposes. In addition, we may use de-identified health information and other sensitive information to carry out research, to prepare submissions to the government, or to plan events and activities.

If HrdKAW Strength and HrdKAW Weightlifting Club sends any information about products or services that is not required, or that you do not want disclosed to any other organisation (including related organisations), you can advise HrdKAW Strength and HrdKAW Weightlifting Club accordingly.

6. WHEN WE DISCLOSE PERSONAL INFORMATION

HrdKAW Strength and HrdKAW Weightlifting Club may disclose your personal information to a range of organisations which include, but are not limited to:

- Companies we engage to carry out events and activities on HrdKAW Strength and HrdKAW Weightlifting Club's behalf, including direct marketing;
- 2. Our professional advisors, including our accountants, auditors and lawyers;
- 3. Our insurers;
- 4. Relevant sporting bodies such as NSW Weightlifting Association (NSWWA), Australian Weightlifting Federation (AWF), Sport Integrity Australia; and
- 5. In other circumstances permitted by law.

When you provide HrdKAW Strength and HrdKAW Weightlifting Club with personal information about other individuals, HrdKAW Strength and HrdKAW Weightlifting Club relies on you to make the individual aware that the information has been provided to HrdKAW Strength and HrdKAW Weightlifting Club and for what purpose and to whom it may be disclosed and also how they can access their information.

6.1 Direct Marketing

We will use non-sensitive personal information to provide better services and for marketing purposes (including disclosure of such information to service providers).

If you do not wish to receive email, SMS or posted offers from HrdKAW Strength and HrdKAW Weightlifting Club, you may opt-out by using the link provided. Alternatively, you may advise us at any time.

6.2 Other Disclosures

In addition, HrdKAW Strength and HrdKAW Weightlifting Club may also disclose personal information:

- 1. With your express or implied consent;
- 2. When required or authorised by law;
- 3. To an enforcement body when reasonably necessary;
- 4. To lessen or prevent a threat to an individual or public health or safety.

6.3 HrdKAW Strength and HrdKAW Weightlifting Club's Website

When you visit the HrdKAW Strength and HrdKAW Weightlifting Club website, our systems may record certain information about your use of the site, including the web pages visited and the time and date of visit. HrdKAW Strength and HrdKAW Weightlifting Club uses this information to help analyse and improve the performance of our website.

In addition we may use "cookies" on HrdKAW Strength and HrdKAW Weightlifting Club's website. Cookies are small text files that assist our website retain user preferences to improve the experience of using our website. In some cases, the cookies that we use may collect some personal information. HrdKAW Strength and HrdKAW Weightlifting Club will treat this information in the same way as other personal information we collect. You are free to disable cookies on your internet browser to prevent this information being collected; however, you will lose the benefit of the enhanced website experience that the use of cookies may offer.

Websites linked to the HrdKAW Strength and HrdKAW Weightlifting Club website are not subject to HrdKAW Strength and HrdKAW Weightlifting Club's privacy standards, policies or procedures. HrdKAW Strength and HrdKAW Weightlifting Club cannot take any responsibility for the collection, use, disclosure or security of any personal information that you provide to a third party website.

7. WHEN WE DISCLOSE PERSONAL INFORMATION

HrdKAW Strength and HrdKAW Weightlifting Club takes reasonable steps to ensure that whenever personal information is collected or disclosed, it is accurate, complete and up to date.

8. ACCESS TO PERSONAL INFORMATION

You have a right to access your personal information, subject to some exceptions allowed by law. You can gain access to your personal information by contacting HrdKAW Strength and HrdKAW Weightlifting Club as set out below. You may also advise HrdKAW Strength and HrdKAW Weightlifting Club at any time about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed.

We will take reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly.

We encourage you to regularly review and update your personal information. We will respond to your request for access within a reasonable period. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will correct it.

9. RESOLVING PRIVACY ISSUES AND COMPLAINTS

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made to HrdKAW Strength and HrdKAW Weightlifting Club as follows:

igsim hrdkawstrength@outlook.com

O452 287 822

We will respond to your complaint within a reasonable period, and try to resolve your complaint for you.