

# PRIVACY POLICY

**CLUB FORBES**  
**ABN: 49 000 980 058**

Club Forbes is registered under the Registered Clubs Act 1976. The club is covered by the provisions of the Privacy Act 1988.

## **The principal activities of the club are:**

- ◇ Providing a venue for members, guests and temporary members to engage in social and recreational activities.
- ◇ Supporting the community in sporting and social events.
- ◇ Providing members and their families' access to a range of services.
- ◇ Providing affordable meals.
- ◇ Providing a safe and friendly environment for locals to meet.

The club collects personal information from members, their guests and temporary members including name, address, occupation, date of birth, and proof of age and contact details.

## **The organisation collects this information in order to:**

- ◇ Process membership applications
- ◇ Meet statutory requirements under the Registered Clubs Act and other relevant legislation
- ◇ Contact members about events and activities provided by the club.

## **Your rights to privacy**

The club must comply with the Privacy Act 1988, which regulates, among other things, the collection, storage, quality, use and disclosure of personal information.

## **Collection of personal information**

### Members

Some of the ways that the club may collect information from you is when you apply for membership or employment within the club. These forms are covered under the Registered Club Act. Other ways are also when you participate in club activities and/or club promotions/competitions. This personal information may include your full name, date of birth, a photograph, phone and fax numbers, email address, residential and postal address and in some instances you may be required to present your licence or any other

recognised form of identification such as a passport to confirm the personal details provided.

### **Visitors and Guests**

Under the Registered Clubs Act patrons visiting the club must produce a recognised form of identification, including but not limited to, passport, drivers licence or proof of age card to gain access to the premises. This information may be sighted or recorded on our “privacy” sign in registers provided at Reception.

Scanning of ID is the Club’s preferred means for temporary and guest of members to sign-in. However if the patron does not wish to have their ID scanned they can opt for manual sign-in using the Club’s Circle Solution Sign-In electronic sign-in system. Please note a photograph will be taken.

**When, or before this organisation collects personal information, the club will take reasonable steps to inform you of:**

- ◇ The purposes for which the information is collected
- ◇ Where applicable, any law that requires the particular information to be collected and
- ◇ The main consequences for the user if all or part of the information is not provided.

### **Use and disclosure of information**

The club will only use your personal information for the purpose for which you have provided it, for example, for application of club membership, or to gain entry to the club as a visitor or guest.

The club will not use your personal information for any other purpose, nor will it be disclosed, unless we have your consent, or in other circumstances where such use, or disclosure is permitted under the Privacy Act, or compelled by Law.

Occasionally we may wish to carry out a voluntary survey for feedback. Before collecting survey results, we will advise you of the purpose of the survey; for example to gain information for the club to improve services etc. Participation in surveys is optional.

### **Information quality**

The club relies on the information provided by members to be accurate and current.

### **Data security**

Personal information is stored and archived for a period of seven (7) years. This includes the information of visitors and un-financial members.

## **Access and correction**

The Privacy Act allows individuals to access and alter records containing their personal information.

To change your name on the membership database supporting documentation from a government source is required.

Change of addresses can be done by coming personally to the club reception, or in writing.

## **Identifiers**

The club requires supporting document to process application forms and a unique identification number is recorded on each application form.

## **Sensitive information**

The club only collects sensitive information, i.e. health data, to provide a service to our members. Sensitive information is only gathered with the personal consent of our members.

## **Use of information collected**

Your email address and phone numbers will only be used for the purpose for which you have provided them and will not be distributed to any third party, for any reason whatsoever.

## **Information storage and security**

Application for memberships are electronic and archived electronically on a secured server.