



PRIVACY STATEMENT

The National Privacy Principles

The National Privacy Principles in the Privacy Act set out how private sector organisations should collect, use and disclose, keep secure and provide access to personal information. The principles give individuals a right to know what information an organisation holds about them and a right to correct that information if it is wrong.

The Federal Privacy Commissioner has written Guidelines to the National Privacy Principles to assist private sector organisations to meet their obligations in the handling of personal information. You can find out more about these principles by calling the office of the Federal Privacy Commissioner on 1300 363 002.

Happy Valley Bowling Club Incorporated (HVBC) respects your rights to privacy protection under the National Privacy Principles. HVBC observes the National Privacy Principles and applicable privacy laws in collecting and handling your personal information.

This Privacy Statement

HVBC routinely collects personal information about HVBC Members and HVBC Programs.

This Privacy Statement is intended to inform the community, including in particular those whose personal information and sensitive information we hold, of our approach to collecting, using and protecting that personal and sensitive information.

HVBC considers that protecting your personal and sensitive information is important and HVBC takes your right to privacy seriously.

Collection

HVBC collects personal information about you only in order to provide its services to you. HVBC may collect personal information such as your name, date of birth, contact details, body size (for outfitting purposes), availability and other relevant information.

The full details of the personal information HVBC collects can be found in the questions that HVBC asks in the forms that you have been asked to complete during your involvement with HVBC or that which is provided to our Club by Bowls SA or Metropolitan Bowls Association (MBA) with your consent.

Each time we send a direct marketing communication we will provide you with a means to notify us that you do not want to receive similar communications in the future.

You can also let us know that you do not wish to receive any further mail by phoning HVBC on 08 8270 5162 or email hvbc.admin@bigpond.com

Collection from third parties

In some situations HVBC may need to collect personal information about you from a third party such as Bowls SA or MBA.

If HVBC needs to collect personal information about you from any other third party not mentioned in this statement HVBC will first endeavour to obtain your consent. If that is not possible we will only obtain from a third party if that is necessary for us to do our job or comply with laws or regulations. In any event, HVBC will inform you and will use it only in accordance with our Privacy Statement.

Purpose

HVBC collects only personal information about you that it needs in order to provide you with its services and opportunities. If you do not provide the personal information that HVBC seeks, the services and opportunities available to you from HVBC, may be limited.

Storage

Subject to the disclosure provisions in this statement, all of the personal information held by HVBC about you is retained on a protected database or in secure files at HVBC.

Only HVBC Board of Management Members may access your personal information and even then only for one of the purposes in this Privacy Statement.

Once HVBC no longer has a need for your personal information we will either destroy it or de-identify it.

Highly confidential and/or sensitive information collected as a result of some other action e.g., discipline is secured by the Board of Management.

Use

HVBC may use your personal information in order to manage and administer the services it provides to you including to process your membership of HVBC, participation forms, to provide you with participation opportunities, to provide you with other information regarding HVBC services to the sport of bowls, for coach and officials accreditation, to allow participants to receive prize money and to ensure that HVBC's internal business operations are running smoothly including any reporting or legal requirements it has to fulfil.

HVBC may also publish your contact details (name / telephone numbers / email address) in a Members' database stored within a secure "Members' Only Accessible" section on the HVBC website.

Disclosure to third parties

From time to time HVBC may disclose your personal information to certain third parties. If HVBC does this it requires the recipients to protect your personal information in the same way and to the same high standards that Bowls SA does. The types of organisations to which HVBC may disclose your personal information include:

- Bowls Australia and State Associations for the purposes of competition participation, selection and other related opportunities.

- External service providers that provide HVBC with financial, legal, administrative, information technology, travel, uniform manufacturing, publications and other services
- Sponsorship partners, advertising agencies, marketing and/or sales agencies
- electors and committees of HVBC and including Bowls SA, Bowls Australia, the Australian Commonwealth Games Association, World Bowls and other similar organisations
- Australian Sports Commission and the South Australian Institute of Sport
- Disciplinary committees of HVBC and Bowls SA and investigative bodies
- Government agencies (as part of our regulatory or statutory obligations)
- Where there are grounds to believe that disclosure is required in order to prevent a threat to health or life
- Where HVBC suspects that unlawful activity is or has been engaged in, such personal information may be used to investigate the suspected unlawful activity; or the use is authorised by law or reasonably necessary to enforce the law.
- HVBC may also disclose your personal information in accordance with its Constitution and By-laws.

Personal Profile and Results

HVBC may also disclose your personal information including your personal profile, photographs of you and your results to the media, in our various communications, including but not limited to our website and social media for public viewing. The release and use of images of juniors under 16yrs of age will not occur without first obtaining the permission of the parent or guardian.

Sensitive Information

HVBC may also need to collect a member's sensitive information including results of police checks, medication being taken, details of specific medical conditions, results from any drug testing undertaken in accordance with National/State drug testing policies.

HVBC stores such information in secured files at the HVBC office and may pass this information on to Bowls SA and the SA Institute of Sport where appropriate and required.

HVBC may disclose a member's sensitive information to the Australian Sports Drug Agency, Bowls Australia, World Bowls and such other agencies, Side Managers, State Coach and High Performance Committee as required.

Other sensitive information may

- 1) be collected and recorded about you if and when you are involved in any complaint or subsequent disciplinary action flowing from a complaint
- 2) be collected and recorded about you if and when you are the subject of any disciplinary action under the HVBC Constitution and its By-laws

Consent to collection of Sensitive Information

By signing the HVBC forms that you have been asked to complete during your involvement with HVBC or that which is provided to our Club by Bowls SA or Metropolitan Bowls Association (MBA) with your consent, you confirm that you have read and understood this Privacy Statement and you consent to the collection, use, disclosure and storage of your sensitive information in accordance with this Privacy Statement.

Prohibited Persons Police Check

HVBC may ask for a prohibited persons and/or Police Check to be undertaken by you and will receive the results of such a check in order to determine if you are suitable to be involved with HVBC in certain capacities and/or roles.

The results of such checks will be properly secured by HVBC with access limited to the Board of Management &/or delegated authority. The detail contained in any Police Check will not be revealed by HVBC to any third party other than to state whether you are a suitable person for the role/task/appointment.

Access

You can request access to the personal information that HVBC holds about you and you may ask HVBC at any time to correct it where you believe it is incorrect or out-of-date. This information will only be disclosed to you on proof of your identity that you will need to produce to the HVBC when seeking to view information held by HVBC about you.

A small fee may be charged for accessing your personal information. To access personal information about you, or to obtain more information about your rights or HVBC Privacy Statement, please contact:

The Secretary

HVBC

Taylors Road West

Aberfoyle Park

T. 8270 5162 or

Email hvbc.admin@bigpond.com

Current Privacy Statement

This Privacy Statement may be amended from time to time if there are changes in the law or to best privacy protection practices.