

# Privacy Policy

The Club has a strong commitment to privacy and the safeguarding of the personal information it collects. We will ensure that personal information is managed in an open and transparent way. The Club is bound by the provisions of the Privacy Act 1988 (Cwth), which governs the way private sector organisations collect, use, keep secure and disclose personal information. The Privacy Act contains 13 Australian Privacy Principles (APP's) that set standards for the handling of personal information

The Club is committed to ensuring the confidentiality and security of the information you provide to us. To comply with legal requirements and to run our business effectively it is necessary for us to collect certain personal information about people with whom we deal. At the minimum, this usually includes information such as members' names, addresses and contact details. Additional information may be required, depending on the nature of your dealings with the Clubs. You can request details of any personal information the Club holds about you and advise us if it is inaccurate, incomplete or out-of-date.

We will only use or disclose your personal information for the primary purposes for which it was collected or as consented to. In the event we propose to use or disclose such personal information other than for reasons detailed within this policy, we will first seek your consent, where it is required, prior to such disclosure or use. Information will not be disclosed beyond this group of people unless you have provided written authorisation that The Club may do so, or unless required or authorised by law.

The information you provide will only be used for the purpose it was intended unless you have consented to the information being used for a secondary purpose, or part of the normal operations of the Club. The Club takes all reasonable security measures to protect information from loss, unauthorised access, destruction, misuse, modification or disclosure. As far as permissible under law, the Club accepts no responsibility for the unauthorised use of personal information held by it.

To make a complaint about an alleged breach of the APPs please write to or email the Privacy Officer at the following address:

The Privacy Officer and Compliance Manager  
Sunnybank Community and Sports Club PO Box 96,  
Sunnybank Qld 4109 E: [hr@sbru.com.au](mailto:hr@sbru.com.au)

General enquiries can be made via telephone by calling the following number: P: (07) 3323 9606, however all complaints must be written. Please provide all details about your complaint as well as any supporting documentation to the Privacy Officer.

This privacy policy relates to all of the operations within the Club. Further details about our commitment to protecting your privacy is contained within our Privacy Act Compliance Manual.

<b>Date of Commencement:</b>	1 August 2008
<b>Last Review Date:</b>	31 July 2016
<b>Next Review Date:</b>	31 July 2017



**SUNNYBANK**  
COMMUNITY & SPORTS CLUB