

EASTERN GYMNASTICS ACADEMY (EGA)

POLICY STATEMENT PRIVACY POLICY

Policy Name: Privacy Policy

Date of Issue: August 2020 Policy

Coverage: Privacy Controlling Body: EGA Directors

STATEMENT OF COMMITMENT

Our organisation is committed to providing you with the highest levels of membership service. This includes protecting your privacy. From 21st December 2001, we will be bound by the new sections of the Commonwealth Privacy Act 1988, which sets out a number of principles concerning the protection of individual's personal information.

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

Our Privacy Statement contains the following important information the Privacy Act requires us to communicate to all of our customers, regarding the use of your personal information:

- ♣What is personal information?
- ♣How we collect personal information
- ♣How we use personal information
- ♣When we disclose personal information Storage and security of personal information
- ♣Accuracy of personal information
- ♣Access to personal information

WHAT IS PERSONAL INFORMATION

Personal information is information about an individual who can be identified, or whose identity could be reasonably ascertained, from the information.

HOW WE COLLECT PERSONAL INFORMATION

To deliver and enhance the services offered by the organisation, certain personal information is collected. The organisation collects personal information from you that you volunteer when:

- We fill out a Injury/Accident report
- You register to become a member of our club
- You register to become an affiliated gymnast
- You register to become an affiliated technical member
- You purchase merchandise from us
- You request information from us
- You provide information to one of our staff
- You participated in one of our survey

HOW WE USE PERSONAL INFORMATION

We will only collect information that is necessary for us to carry out our primary purpose of providing services relating to: membership, education, events and merchandise. Your personal information may be used in order to: Provide the services you require Internal

accounting and administration Regulatory reporting and compliance Helping us to identify and inform you about other products or services that may be of benefit to you. If we send you any information about services or products you do not require, or you do not want us to disclose personal information to any other organization (including related organizations) you can advise us accordingly by writing to our office manager.

If you do not advise us otherwise, you confirm agreement on your own behalf and/or on behalf of others you represent. If you choose not to provide personal information, we may not be able to provide you with the services you require, or the level of service on which we pride ourselves.

WHEN WE DISCLOSE PERSONAL INFORMATION

We disclose personal information to other organizations that we believe is necessary to assist in providing our services. The organizations to which we disclose information include: Outsourced service providers who manage the services we provide to you, including: Insurers Australian Gymnastics Federation Gymnastics Australia, Our professional advisors, including our accountants, auditors and lawyers Government and regulatory authorities and other organisations, as required or authorised by law

We limit the use and disclosure of any personal information provided by us to such organizations for the specific purpose for which we supplied it. When you provide us with personal information about other individuals, we rely on you to have made them aware that you will or may provide their information to us, the purposes we use it for, the types of third parties we disclose it to and how they can access it. This is extremely important for Club owners providing the personal information of their members

STORAGE AND SUPPLY OF PERSONAL INFORMATION

The organisation stores personal information on a computer database. Your personal information may be held in both paper file and computer file form. We have implemented measures of a reasonable nature to ensure that all personal information about you is securely stored from misuse, loss and unauthorized handling.

ACCURACY OF PERSONAL INFORMATION

We take reasonable steps to ensure that whenever we collect, use or disclose personal information that it is accurate, complete and up to date.

ACCESS TO PERSONAL INFORMATION You have a right to access your personal information, subject to some exceptions allowed by law. If you would like to do so, you can gain access to your personal information by contacting our Office Manager or by writing to the organisation. Alternatively, you may also advise us at any time about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed The organisation will review this policy annually and ensure all members staff and volunteers Associated with the Company are aware of the policy

EGA PRIVACY STATEMENT COMMITMENT

The organisation is committed to working responsibly and ethically within the legal and regulatory environment. To this end all Company policies and procedures will reflect, and we will act and make decisions in accordance, with this commitment to Commonwealth Privacy Act 1988.

RESPONSIBILITIES

The Company Directors will be responsible for responding promptly to any concerns with respect to the non-delivery of agreed services in-line with the Company's Privacy policy All staff is responsible for alerting the Company Directors to any privacy concerns and to the circumstances causing this concern. All Company staff is also responsible for working ethically at all times when dealing in privacy issues

PROCESS

The organisation has established a systematic process to record, deal and process any concerns by members or staff in regards to company's fee's privacy policy

POLICY BREACHES AND CONSEQUENCES

Failure to abide by our Privacy policy, may result in disciplinary action being taken (Suspension or expulsion from organization)

FURTHER INFORMATION For further information on this policy, contact:- Director via Email admin@ega.academy

ADDITIONS AND CHANGES TO POLICY

Recommended changes to this policy may be submitted to EGA Company Director for consideration at any time. Should changes be accepted, the policy will be updated, dated and circulated to all relevant stakeholders. Our organisation is committed to ensuring all policies are up-to-date and reflect current times, therefore reviews are undertaken annually.

The next review date is detailed at the beginning of each policy.

EGA Director Date 21th January 2021