

# WARWICK GREENWOOD CRICKET CLUB

## PRIVACY STATEMENT



***This Privacy Policy is made on behalf of The Warwick Greenwood Cricket Club Inc and all references to "WGCC", "we", "us" or "our" in this statement refers to the Warwick Greenwood Cricket Club Inc and any related entities or trading names.***

The National Privacy Principles also form part of this privacy policy and are available on the Privacy Commissions web site at [www.privacy.gov.au](http://www.privacy.gov.au)

### **Our Commitment to Privacy**

At WGCC we understand the importance you attach to information that identifies you ("personal information"), and protecting the confidentiality of that information is fundamental to the way we operate. We treat very seriously the ongoing trust you have in us to keep information we have about you private and confidential.

This policy relates to all personal information you may provide to us and will be used to safeguard your privacy, unless you give us permission to use your information in another way. The policy controls how we collect, use, store and disclose personal information about you.

### **Personal Information**

The personal information that we collect and maintain generally comprises your name, address, contact details (telephone, fax or email), date of birth, occupation and health information that may impinge on your ability to compete or that we should be aware of if medical treatment is necessary as a result of a Cricket accident.

The personal information we collect does not usually comprise sensitive information or opinion about a person racial or ethnic origin, political beliefs, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a trade or professional association, membership of a trade union, sexual preferences or practices or criminal records.

We must not collect the information if you instruct us not to. However, if you provide incomplete or inaccurate information, we may not be able to provide you with the services you require where the information we need is relevant to that service.

## **Use of Personal Information**

We collect your personal information for the primary purpose of operating a Cricket Club and conducting sanctioned cricket games.

We may contract out some of our functions and activities. We may provide names and addresses for mailing out newsletters or statements of accounts, or we may provide information to other third parties that are partners with us in registering you for or conducting cricket games. For example, we may provide information to our Association, our insurance brokers etc.

In these situations we will seek assurances from the relevant third parties that they will not use personal information about you except for the specific purpose for which we supply it.

### **Direct Marketing**

We will not disclose names and addresses to third parties for the purpose of allowing them to direct market their products and services.

### **Keeping your Information up-to-date**

By keeping your information accurate and up-to-date, we can provide you with a better service. As such, we are committed to ensuring your personal information is current, accurate and complete whenever we collect or use it.

### **Keeping you Information secure**

Keeping your personal information confidential means that we will protect it from misuse and loss, and from unauthorised access, modifications or disclosure.

Only authorised users will have access to your personal information and access is limited for approved purposes only.

We maintain physical security over our paper, electronic data stores and premises such as locks, passwords and security systems where appropriate.

We will only keep you personal information for as long as it's needed. If your personal information is no longer needed for the purposes it was collected we will either destroy or permanently de-identify the information.

### **Accessing your Information**

If you request us to do so, where it is reasonable, we will provide you with details of your personal information unless the specific information you seek is exempted under the privacy act.

If you believe that the privacy of your personal information has been compromised, you are entitled to complain. In managing access to personal information and responding to complaints, we have appointed a Privacy Officer who will objectively and impartially assess your request for access or your complaint.