



# Currumbin Beach Vikings Surf Life Saving Club Inc.

## Privacy Policy

### Policy Statement

Currumbin Beach Vikings Surf Life Saving Club Inc. is committed to providing compliance to Government Law and Legislation, this Policy outlines our ongoing obligations in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth). The National Privacy Principles (NPPs), govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>

### Purpose

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect includes: Name, Addresses, Email address, Phone numbers, Date of birth, Occupation and Qualifications.

This Personal Information is obtained in many ways including: Employment Application, Resume, Vaccination Certificates, Interviews, Membership Application, Correspondence, Provided Documentation, Tax File Number, Passport, Driver Licence, VEVO, Visa, Health and Wellbeing details, by Telephone, by Email, in Person, or via Website, from Media and Publications, from other Publicly available sources.

We collect your Personal Information for the primary purpose of Government Law and Legislation. The Surf Life Saving Club may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing or unsubscribing to the publication.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information.

### Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- a) For the primary purpose for which it was obtained;
- b) For a secondary purpose that is directly related to the primary purpose;
- c) With your consent; or where required or authorised by Law.

### Disclosure of Personal Information

Your Personal Information may be disclosed in circumstances including the following:

- a) Where required or authorised by Law.



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### Security of Personal Information

Your Personal Information is office secured on premises in a locked manner that protects it from misuse, loss, and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained and required, we take steps to destroy or permanently de-identify your Personal Information which is kept by us for a minimum of Seven (7) years.

### Assess to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing at 741 Pacific Parade, Currumbin Qld 4223, or email [administrator@currumbinslsc.com.au](mailto:administrator@currumbinslsc.com.au)

Currumbin Beach Vikings Surf Life Saving Club do not charge any fee for your access request.

In order to protect your Personal Information, we will require identification from you before releasing the requested information.

### Maintaining the Quality of your Personal Information

It is an important to Currumbin Beach Vikings Surf Life Saving Club that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete, and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure your Personal Information is accurate.

### Policy Updates

This Policy may change from time to time.

### Privacy Policy Complaints and Enquires

If you have any queries or complaints about our Privacy Policy please contact us at: 741 Pacific Parade, Currumbin Qld 4223, or phone, 07 5534 2241 or Email, [administrator@currumbinslsc.com.au](mailto:administrator@currumbinslsc.com.au)

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