



Inverloch Bowling Club Inc.

Privacy Policy

Inverloch Bowling Club Inc (IBC) is committed to respecting the right to privacy and the protection of personal information of our members and other persons who engage with IBC.

When personal information is provided to IBC, the person consents to its use, storage and disclosure in accordance with this policy.

What personal and sensitive information does IBC collect?

Personal Information

Personal information is information or an opinion about an individual whose identity is reasonably apparent, or can be reasonably ascertained, from the information or opinion. It may include information or an opinion forming part of a database whether true or not, and whether recorded in a material form or not.

The information collected by IBC about a person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth and gender.

Sensitive Information

Sensitive information is a type of personal information that also includes information or an opinion about someone's:

- criminal record; or
- health, genetic information or disability.

IBC is required by law to obtain consent when collecting sensitive information. IBC will assume consent to the collection of all sensitive information that is provided to it for use in accordance with this policy, unless told otherwise.

How does IBC collect personal and sensitive information?

Information may be collected when you:

- become a member of IBC;
- subscribe to any publication of IBC including electronic publications;
- provide details to IBC in an application, consent form, survey, feedback form or incident report;

- provide details to IBC in an application to become a Coach, Umpire or when you complete an accreditation such as Responsible Service of Alcohol;
- enter personal information into, or agree to having your personal information entered into, one of IBC's online systems;
- access the IBC website;
- contact IBC via email, telephone, or mail or engage with IBC via social media;
- participate in any program, activity, competition or event run by IBC, South Gippsland Bowling Division or the Strzelecki Bowls Region or Bowls Victoria;
- purchase merchandise, products or services from IBC;
- are elected or appointed to the Board of Management or any Committee
- apply for employment or undertake a volunteer position with IBC.
- Or in other circumstances where IBC is required to do so by law (for education, child protection, work health and safety laws, charitable collections, medical treatment or other legislation in Australia).

Providing information

Depending on the circumstances, some types of information will be required, and others might be optional. If you do not provide some or all the information requested, this may affect IBC's ability to communicate with you or provide the requested products or services.

By not providing requested information, you may jeopardise your ability to participate in programs or competitions or apply for employment or volunteer positions with IBC. If it is impracticable for IBC to deal with you because of you not providing the requested information or consent, IBC may refuse to do so.

Collection from third parties

IBC may collect personal information regarding a child from the parent or other responsible person associated with that child. In many circumstances, IBC collects information from other third parties.

Examples of such third parties could include, but is not limited to, the Australian Sports Commission, the Australian Sports Anti-Doping Agency, the Australian Institute of Sport, the Australian Commonwealth Games Association, non-affiliated bowls organisations or government and law enforcement bodies.

Information storage and protection

IBC stores information in different ways, including in paper and electronic form. Much of the information we collect from and about our members is added to IBC's membership database. When your information is entered into IBC's membership database, the information may be combined or linked with other information held about you. IBC is required to update details of its affiliated membership onto the Bowls Victoria website. This information is shared among Bowls Australia and Bowls Victoria, with each organisation having access to information about IBC members.

Security of personal information

IBC has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures IBC uses includes strict confidentiality

requirements of our employees or volunteers and service providers, security measures for system access and security measures for our website.

How does IBC use and disclose personal and sensitive information?

Use

IBC and third parties to whom we may disclose personal information in accordance with this policy, may use your personal information to:

- verify your identity;
- complete background checks;
- respond to emergency situations involving or requiring medical treatment;
- administer, manage and provide you with access to www.invybowls.org.au
- administer and manage our membership database; and
- keep you informed of news and information relating to various bowls events, activities and opportunities via various mediums.

Disclosure

IBC may disclose your personal information to a range of organisations which include, but are not limited to:

- Bowls Victoria, the South Gippsland Bowls Division, Strzelecki Region and other organisations involved in bowls programs in Victoria; our professional advisers, including our accountants, auditors and lawyers;
- our insurers;
- relevant sporting bodies such as Bowls Australia, Australian Sports Commission, the Australian Sports Anti-Doping Authority, Australian Institute of Sport, the Australian Commonwealth Games Association, various National Sporting bodies, Federal and State Departments of Sport amongst others; and
- in other circumstances permitted by law.

Other disclosures

In addition, IBC may also disclose personal information:

- with your express or implied consent;
- when required or authorised by law;
- to an enforcement body when reasonably necessary; or
- to lessen or prevent a threat to an individual or public health or safety.

IBC website

Member information including name, address, postal address, telephone number, email and category of membership is password protected on the website. Members recording an email address are invited to subscribe to receiving emails from the Webmaster which contain club information deemed relevant to members.

When users visit the IBC website, our systems may record certain information about their use of the site, including the web pages visited and the time and date of their visit. IBC uses this information to help analyse and improve the performance of the IBC website.

In addition, we may use “cookies” on the IBC website. Cookies are small text files that help a website to remember the preferences of users to improve the experience of using that website. In some cases, the cookies that we save on your computer may include some personal information. IBC will treat this information in the same way as other personal information we collect. You are free to disable cookies on your internet browser to prevent this information being collected; however, you will lose the benefit of the enhanced website experience that the use of cookies may offer.

Websites linked to the IBC website are not subject to IBC’s privacy standards, policies or procedures. IBC cannot take any responsibility for the collection, use, disclosure or security of any personal information that you provide to a third-party website.

Accessing and seeking correction of information held by IBC

IBC will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly.

Individuals may request access to their personal information held by us by making a request via the contact details set out below. We will respond to your request for access within 14 days and if you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will arrange for it to be corrected.

Resolving privacy issues and complaints

Issues & Complaints

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made in writing to:

Secretary – Inverloch Bowling Club Inc
PO Box 38
Inverloch 3996

To maintain the confidentiality of your personal information, we may require confirmation that you have requested this information.

We will respond to your issue and/or complaint within 14 days and try to resolve it within 30 days.

If we are unable to resolve your issue and/or complaint within this time, or you are unhappy with the outcome, you can contact the Office of Australian Information Commissioner via its enquiries line 1300 363 992 or website “<http://www.oaic.gov.au/>” to lodge a complaint.

Further information

IBC may amend this policy from time to time and at times other than the nominated review date (July 2020)