



Privacy Policy

Policy Name	Privacy Policy
Approved By	Gym West Management Committee
Policy Coverage	Athletes, Coaches, Staff, Volunteers, Committee Members, Visitors
Date of Approval	May 2019
Date of Review	May 2020

Policy Statement

Gym West (GW) is committed to providing members with the highest levels of services, which includes protecting member's privacy.

Policy Aim

The aim of this policy is to inform members, staff, volunteers and visitors about GW practice of collecting, using and storing personal information.

Policy Purpose

The purpose of this policy is to detail how GW deals with personal information.

Policy Detail

The *Commonwealth Privacy Act 1988* requires GW to communicate to all relevant parties regarding the collection, use and storage of personal information.

1. What is Personal Information?

Personal information is information or opinion, whether true or not, whether recorded in material form or not, about an individual whose identity could be reasonably ascertained, from the information. This includes but is not limited to:

- Names (more particularly middle and surnames)
- Address (street, post office box, digital)
- Date of Birth
- Telephone Number (home, work, mobile)
- Any employment related information such as Tax File Number, banking details etc
- Information that would be considered of a personal nature (significant others, health related issues, ethnicity, gender)
- Information imparted by GW to another and stated as 'Confidential', or a reasonable person would recognise as being of a confidential nature

2. How GW Collects Personal Information

For safety reasons, and to deliver the services offered by GW, certain personal information is collected from individuals when:

- An individual is employed by GW
- An individual is enrolled in a GW program
- An individual registers to become a Volunteer
- An individual provides information to GW either verbally, written or digitally

3. Uses of Personal Information

GW will only use information necessary to carry out the primary purpose of providing services relating to safety, membership, employment, education, events and merchandise. Personal information may be used:

- For verifying identity
- To provide the services requested

- For internal accounting and administration
- For regulatory reporting and compliance
- Responding to emergency situations requiring medical treatment
- Helping identify and inform about other products and services that may be of benefit

If an individual chooses not to provide personal information, GW may not be able to provide the services requested.

4. Disclosure of Personal Information

Personal information may be disclosed to other organisations when it is necessary to assist in providing services. These organisations might include:

- Gymnastics South Australia (GSA) and Gymnastics Australia (GA)
- Outsourced service providers
- Insurance providers
- Professional advisors, including accountants, auditors and lawyers
- Government and regulatory authorities and other organisations as required or authorised by law

GW will never disclose personal information to commercial service providers that are unrelated to it.

When a person discloses personal information to GW about other individuals, GW relies on the disclosing person to make the other individual aware that:

- the information has been provided to GW
- the purpose of disclosure
- to whom it was disclosed
- how the individual can access the information disclosed

5. Storage of Personal Information

GW stores personal information on paper and in digital form. It has implemented measures of a reasonable nature to ensure all personal information is securely stored from misuse, loss and unauthorised handling.

Any personal information not considered appropriate for GW to be in possession of, or is no longer required, is confidentially discarded.

6. Accuracy of Personal Information

GW takes reasonable steps to ensure that whenever personal information is collected or disclosed, it is accurate, complete and up to date.

7. Access to Personal Information

Any person has a right to access their personal information, subject to some exceptions allowed by law, by contacting GW's President. A person may also advise GW at any time

about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed.

8. Breach of Privacy

Certain data breaches involving personal information must be investigated by GW and notified to the Office of the Australian Information Commissioner (OAIC) and to affected individuals. Such a breach would involve unauthorised access, disclosure or loss of personal information where serious harm to the individual suffering the unauthorised access, disclosure or loss is likely.

9. GW Website

The GW website uses Cookies, small text files that assist the website retain user preferences. In some cases, Cookies collect personal information. GW will treat this information in the same way as other privacy information it collects. Website users are free to disable Cookies on their internet browser to prevent this information being collected.

Policy Breach

Where a member believes this policy has been breached they are able to make a complaint by referring to Part D – Complaint Handling Procedure of the Member Protection Policy.