



# Privacy Policy of the Northern Blues Football Club Inc.

(May 2014)

## 1. Introduction

The purpose of this policy is to provide information about the personal information that the Northern Blues Football Club Inc ('Club' or 'we') collects and the ways in which the Club may use, hold and disclose this personal information.

Personal information is information that identifies you or could identify you. The way in which the Club collects personal information is subject to the *Privacy Act 1988* (Cth) ('the Act') and the Australian Privacy Principles (APPs).

Protecting personal information is fundamental to the Club's relationship with its members, supporters, employees and players. All personal information received through the membership application process and otherwise in the conduct of the Club's business, is treated seriously, having regard to the Club's obligations under the Act and the APPs.

You can request a copy of this policy by emailing the Club's Privacy Officer at [admin@northernbluesfc.com.au](mailto:admin@northernbluesfc.com.au).

## 2. The Information We Collect

The Club collects personal information when a person becomes a member of the club ('membership information').

If members do not give their personal information to Club, it may affect the ability of the Club to provide services to its members.

### 2.1 Membership Information

Membership information is the personal information you provide during registration for membership with the Club and includes your name, birth date, mailing address, email address and telephone number(s). In the course of you becoming a member, we may collect additional personal information such as your credit card information. All personal information which you provide will be collected, used, disclosed and stored in accordance with the Act, the APPs and this policy.

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### 3. How We Use & Disclose Information

Generally, the Club collects and uses personal information for the following purposes:

- to communicate with you in order to provide you with:
  - information about events, products and/or services that may interest you, including Club and general VFL/AFL updates; and
  - opportunities to participate in Club event, competitions, promotions and rewards;
- to assist the Club in enhancing the membership experience for Club members;
- to verify your identity; and
- to facilitate the internal business operations of the Club.

By registering as a member of the Club, members consent to the Club collecting and using personal information for the above purposes. The Club will not use or disclose personal information for other purposes without your permission, unless it is required or authorised by law or a court/tribunal order.

### 4. How We Store Information

The Club will take reasonable steps to protect all personal information in its possession from misuse, interference, loss, unauthorised access, modification or disclosure. The Club will take reasonable steps to hold information securely in electronic or physical form in access-controlled premises or in electronic databases requiring logins and passwords.

Where the Club no longer needs personal information about an individual, and is not required by or under an Australian law or a court/tribunal order to retain the information, the Club will take reasonable steps to destroy the information or to ensure that the information is de-identified.

### 5. Accessing and Correcting Your Personal Information

#### 5.1 Access

You may request access to your personal information held by the Club at any time by emailing the Club's Privacy Officer at [admin@northernbluesfc.com.au](mailto:admin@northernbluesfc.com.au).

You will be required to provide proof of identity in order to obtain access to your personal information. The Club may refuse to provide access if permitted to do so by law. The Club will aim to respond to your request for access to your personal information within 30 days of a valid request.

#### 5.2 Correction

You may request a correction of your personal information by emailing the Club's Privacy Officer at [admin@northernbluesfc.com.au](mailto:admin@northernbluesfc.com.au).



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The Club may contact you from time to time by email or by post to request you to update your personal information so as to ensure that our records accurate, complete and up-to-date.

## 6. Making a Privacy Complaint

An individual may make a complaint in relation to a breach of privacy, or submit a query or concern about this privacy policy or the Club's information-handling processes by emailing the Club's Privacy Officer at [admin@northernbluesfc.com.au](mailto:admin@northernbluesfc.com.au).

The Club's Privacy Officer will commence an investigation into your complaint. You will be informed of the outcome of your complaint within a reasonable period of time following completion of the investigation.

At all times, privacy complaints:

- will be treated seriously;
- will be dealt with promptly;
- will be dealt with in a confidential manner; and
- will not affect any existing membership rights or obligations or affect the commercial arrangements between you and the Club.



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