



## ***Privacy Policy***

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### **IPSWICH JETS RUGBY LEAGUE FOOTBALL CLUB INC.**

The following statement sets out Ipswich Jets Rugby League Football Club Inc policy relating to the collection, storage and use of personal information. Our purpose is to assure our members and guests that Ipswich Jets Rugby League Football Club Inc will comply with the Privacy Act 1988.

#### **1. Compliance with Privacy Act 1998.**

Ipswich Jets Rugby League Football Club Inc takes seriously its obligations to safeguard personal information about its members. This policy formalizes and strengthens this commitment to our members. Ipswich Jets Rugby League Football Club Inc complies with the National Privacy Principles in the Privacy Act 1988.

#### **2. Collection of Personal Information**

Personal information is generally defined as information or an opinion that can identify a person. The type of personal information that Ipswich Jets Rugby League Football Club Inc collects from members includes title, names, address, postal address, date of birth, home telephone, work telephone, email address's, mobile phone number and credit card details if required. Ipswich Jets Rugby League Football Club Inc. also collects information relating to members' turnover on Ipswich Jets Rugby League Football Club Inc gaming machines. We collect information from you directly. If personal information is not provided, it may result in Ipswich Jets Rugby League Football Club Inc being unable to process or accept applications for membership or make accurate payment of rewards and benefits. Ipswich Jets Rugby League Football Club Inc collects personal information when a membership application form is completed and when members play Ipswich Jets Rugby League Football Club Inc gaming machines with their membership card inserted.

#### **3. Use and Disclosure of Personal Information**

We will collect personal information in a lawful and fair way, and not in an unreasonably intrusive way. Ipswich Jets Rugby League Football Club Inc collects personal information to inform members of its products and services, to provide discounts and special offers, to conduct research and to further develop its products and services. Ipswich Jets Rugby League Football Club Inc will take reasonable steps to protect the personal information that they hold from misuse and loss and from unauthorized access, modification and disclosure. If Ipswich Jets Rugby League Football Club Inc wishes to disclose personal information in other circumstances it will obtain your consent to do so.

#### **4. Sharing Information with Other Organizations**

Ipswich Jets Rugby League Football Club Inc will not sell your personal information to other organizations. The only circumstance in which external organizations may be given access to personal information is when our contractors and service providers are helping us operate our business or provide a service to members. For example, Australia Post or a mail house that sends out our mail. We require these organizations to agree to our Privacy Policy and to strict conditions governing how this personal information may be used.

## **5. Marketing**

Ipswich Jets Rugby League Football Club Inc will send advertising to members via email, mail and mobile phone. It is within a member's reasonable expectations to be sent advertising, unless they have indicated that do not wish to receive such advertising. If a member no longer wishes to receive such advertising from Ipswich Jets Rugby League Football Club Inc they can contact the administration manager of Ipswich Jets Rugby League Football Club Inc on (07) 3202 1887. Members should allow 14 days for personal information to be amended.

## **6. Accuracy and Security of Personal Information**

Ipswich Jets Rugby League Football Club Inc will take reasonable steps to protect personal information it collects and ensure it is accurate and up to date. We will destroy or permanently de-identify personal information which we no longer use. All personal information is held on secure servers or in storage located in controlled environments. Ipswich Jets Rugby League Football Club Inc employees are required to maintain the confidentiality of any personal information held by Ipswich Jets Rugby League Football Club Inc.

## **7. Sensitive Information**

Ipswich Jets Rugby League Football Club Inc will not collect, use or disclose sensitive information except with your specific consent or in the circumstances permitted in the National Privacy Principles.

## **8. Access to Personal Information**

Members are welcome to request personal information Ipswich Jets Rugby League Football Club Inc holds about them. To obtain a copy of the personal information we have about you members can contact the administration manager of Ipswich Jets Rugby League Football Club Inc on (07) 32021887. Personal identification must be presented. A copy of your personal information will be made available with 14 days. Members will be advised if a cost applies to finding the personal information before we perform this task.

## **9. Changing Personal Information**

If you wish to change personal information that is inaccurate or out of date, members can contact the administration manager of Ipswich Jets Rugby League Football Club Inc on (07) 3202 1887.

## **10. Changes in The Future**

Ipswich Jets Rugby League Football Club Inc will review this Privacy Policy periodically and reserves the right, at its discretion, to modify or remove portions of this policy at any time. Members should review this privacy policy periodically so they are updated on any changes.

## **11. Additional Information**

For further information about privacy issued and the protection of privacy, visit the Australian Federal Privacy Commissioner's website at <http://www.privacy.gov.au/>.