



PRIVACY POLICY

This document sets out the Nepean Rowing Club policies on management of personal information.

Nepean Rowing Club recognises that privacy is important and that individuals have a right to control their personal information.

Definitions of terms in the Commonwealth Privacy Act (such as “personal information”) also apply in this policy.

Nepean Rowing Club may update this policy from time to time.

Nepean Rowing Club is committed to complying with the National Privacy Principles (NPPS) of the Privacy Act. Nepean Rowing Club’s Privacy Policy governs collection, storage, use and disclosure of personal information.

Collection

Nepean Rowing Club generally collects the following kinds of personal information, for the following purposes, which are necessary in Nepean Rowing Club’s rowing operations:

- Members contact details, so that Nepean Rowing Club can maintain a register, maintain contact with, and provide membership benefits to those members
- Names and contact details of individuals who enrol in learn to row sessions, so that Nepean Rowing Club can get in contact with them for this purpose.
- Names and details of customers’ financial payments to service those customers through payment of monies owed to and by the Nepean Rowing Club

Where possible Nepean Rowing Club collects information from the individual concerned. At the time of collection, Nepean Rowing Club endeavours to advise the individual of:

- a) the relevant purpose of that information,
- b) the name and contact details of Nepean Rowing Club
- c) the fact they are able to access their information

Whether the information is collected from an individual or from elsewhere, and whether or not we obtain written consent, Nepean Rowing Club always deals with that information in accordance with this policy.

Nepean Rowing Club takes reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date and is obtained fairly and lawfully.

Storage

Nepean Rowing Club takes steps to make sure that personal information is stored securely, and accessed only by personnel with authority to do so.

Paper copies of personal information are stored in a physically secure place, and there are appropriate access controls in place for technologically stored information.

When personal financial information is given to Nepean Rowing Club via telephone or email this information is used for servicing those customers and is then destroyed.

Use

We use the information above for the purposes outlined.

We also analyse information from time to time; in order to improve our services and products provided to our members and customers. This analysis is based on aggregate information, not information pertaining to specific individuals.

We may also use certain information from time to time, where lawful to do so, to communicate with members, potential members, customers and potential customers about services or products available to them. If a member or customer advises us that they do not wish to receive communications of that nature, we will comply with that request.

Nepean Rowing Club will not on-sell or distribute personal information collected to third parties.

Disclosure

We may disclose personal information in the following ways:

- We disclose personal information when we are required legally to do so
- We disclose personal information to others when they carry out tasks for us which are necessary to achieve the organisation's operational and strategic goals
- We disclose personal information to subsequent members who have specifically requested those members' information and are known to be requesting the information in the best interests of the sport or the individual concerned.

Further Information

For further information regarding the Nepean Rowing Club's use of personal information or to request access to the information we might hold that is relevant to you, please contact the Nepean Rowing Club on: Phone: 0403 743 189
Email: rowing@nepeanrowingclub.com.au