

**Woodville West Torrens Football Club
ABN 15 368 137 214**

Privacy Policy

This Privacy Policy applies to Woodville West Torrens Football Club ABN 15 368 137 214 and its related entities (collectively the **Club**).

ABOUT OUR PRIVACY POLICY

Our Privacy Policy details how we handle your personal information, including our collection, storage, access to, use and disclosure of the same.

The Club is bound by the *Privacy Act 1988* (Cth) (**Act**) and the Australian Privacy Principles (**APPs**) set out in Schedule 1 of the Act in our handling of personal information.

Under the Act, 'personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

1. whether the information is true or not; and
2. whether the information is recorded in a material form or not.

OUR PRIVACY POLICY

We will collect personal information about you in a fair and lawful way and in a manner that is not unreasonably intrusive. This means that we will not use any form of deception or threat when we collect personal information, either from you or from anyone else.

We will respect your privacy, to keep your information confidential, and to handle your personal information in accordance with the Act and the APPs.

We will be transparent and open about what personal information we collect, hold, use and disclose, as well as how you can make a complaint if you think your privacy has been interfered with.

YOUR ACCEPTANCE OF THIS PRIVACY POLICY

By using our website, becoming a member or sponsor of the Club, or otherwise providing us with your personal information, you agree to the terms of this Privacy Policy.

We review the Privacy Policy on a regular basis. If changes are made, the revised date of the last update will be listed at the end of this Privacy Policy. We encourage you to visit our website regularly for any updates to our Privacy Policy.

PURPOSE

The Club collects and holds personal information where such information is reasonably necessary for one or more of the functions or activities of the Club.

Types of Personal Information

All information received in connection to a client matter is subject to strict rules of confidentiality. The information will not be disclosed except in accordance with our professional obligations, as specifically authorised by our client or as contemplated by this Privacy Policy.

Personal information collected by the Club may include:

1. name, date of birth, address, occupation and contact information such as your phone and email address;
2. financial information such as billing, bank and credit card information;
3. government issued identifiers, such as Tax File Numbers and Australian Business Numbers (which are only used in accordance with the *Privacy Act 1988* (Cth));
4. the IP address, the type of website browser used, or the device used;
5. any other information disclosed.

We may from time to time use various technologies, such as cookies, to collect anonymous information from users of our website. This information assists us to analyse traffic and guide development of the website. You may modify your browser settings to disable such technologies but note that if you do, this may affect your accessibility experience when viewing our website.

Collection of Personal Information

The Club will collect personal information directly from you where it is reasonable and practicable to do so.

You may refuse to provide the Club with your personal information. Please note that withholding personal information may prevent you from engaging the Club in relation to the provision of services.

We treat the personal information (including sensitive information) that we receive and hold in accordance with all applicable laws, regulations and industry standards. We hold personal information in electronic and physical form and take all necessary steps to protect such information, including but not limited, storing electronic information on suitably protected databases.

Use of Personal Information

The Club collects personal information for the purpose for which it was collected, for any purpose which you have consented to, or for any related purpose where you would reasonably expect us to use or disclose the information. Further, we collect your information to:

1. provide or offer Club membership to you;
2. manage your Club membership;
3. maintain historical membership records;
4. provide or offer Club sponsorship opportunities; and
5. manage our relationships with you and our other members.

We may be required to disclose personal information for the purposes for which it was collected and also as required by law, or as permitted under the APPs.

Direct Marketing

We may occasionally use your personal information to notify you about other services or events offered by us. You may request not to receive such information by advising our representative at time of the engagement, or you can contact us directly at any time and inform us that you do not wish to receive promotional material.

Club Email Contact

The name, email address and telephone number of individuals who send an email to the Club will be retained for the purposes of sending a response. This information will not be used for any other purpose, nor disclosed without your consent.

Cross-border Disclosure

We do not routinely disclose personal information overseas. If we do disclose your information internationally for whatsoever reason, we will ensure that the recipient is bound by an obligation of confidentiality, where it is lawful and appropriate to do so.

Protection of Personal Information

We take all reasonable measures to protect personal information we hold from misuse, interferences, loss and unauthorised access, modification or disclosure.

We have a broad range of security safeguards in place to protect your personal information, including that:

1. all electronic databases incorporate strict password access, virus and firewall protection procedures;
2. sensitive personal information is only accessible by designated staff bound by duties of confidentiality; and
3. physical and logical security measures are employed to deal with external threats and the possibility of internal ones.

All persons in the Club with access to confidential information are subject to confidentiality obligations.

Disposal of Personal Information

If your information is no longer required to be kept by us or if we received unsolicited information that was not collected by us and not contained in a Commonwealth record, we will destroy it immediately and ensure that the information is de-identified. For matter-related information, personal information, materials and other records will be stored in a secure physical storage facility for no less than seven (7) years after the completion of your matter.

With exception to the information below, following the expiration of seven (7) years, the same will be disposed of in a manner approved by the Club:

1. Club membership information will be retained in electronic form even if you are no longer a member. In these instances, the Club will only have access to your address and email address; and
2. Player and official information relating to their involvement in the Club for historical purposes, which is not limited to, name, the duration of the involvement, the number of games played and the number of goals scored.

Correction of Personal Information

The Club will take reasonable steps to ensure personal information we collect and disclose is accurate, up-to-date, complete, relevant and not misleading.

You may request to review any of your personal information which is held by the Club pursuant to this Privacy Policy. If you find that personal information we hold about you is incorrect, please request for its correction by contacting the Club as soon as possible after identifying the error.

We will respond to an amendment request as soon as we are able in writing, and in any event no later than 28 days after receipt of the same.

We may not be required to give you access to your personal information in certain circumstances, such as if it would have an unreasonable impact on the privacy of other individuals, or if complying with your request would be

unlawful for whatsoever reason. If we refuse your amendment request, we will provide written reasons for the refusal and advise you how to lodge a complaint about such refusal.

We will not charge you for making an amendment request or for correcting personal information about you. We may charge you a fee where access is provided but not in relation to the correction of your personal information.

If you are not satisfied with how we have handled your personal information, please contact the Club as soon as practicable using the contact information below.

If you are unhappy with our resolution of your complaint or the way we have handled your complaint, you may be able to refer the matter to the Office of the Australian Information Commissioner.

HOW TO CONTACT US

If you have questions about this Privacy Policy or our handling of your information, we can be contacted by:

1. sending an email to eagles@wwtfc.com.au; or
2. posting a letter to the attention of the Club Management.

Last updated: 12/10/2022