



Privacy Policy Statement

The information below pertains to the collection and storage of any personal information you may be required to provide to Ballarat Harriers.

In line with the privacy requirements as outlined by law, Ballarat Harriers gives the following assurances in regards to your personal information:

Collecting personal information

Ballarat Harriers understands you as a member have concerns about privacy, confidentiality, and the security of personal information we may obtained about you. Ballarat Harriers policy is to protect member's privacy and personal information it may collect form time to time.

Ballarat Harriers has undertaken to comply with the requirements of the Privacy Act 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000.

Personal information is collected by Ballarat Harriers for the primary purpose of membership requirements and/or competition purposes. Ballarat Harriers collects details such as name, address, telephone, email addresses, gender and age.

A hard copy file containing your personal information is retained in a secure location in accordance with the Act, and for a further seven years in accordance with current Federal and State legislation governing document retention, before being destroyed.

Failure to provide required personal information

Failure to provide the information required for the purposes detailed may mean Ballarat Harriers is unable to complete your membership.

Securing personal information

To prevent any unauthorised access to your information Ballarat Harriers has installed password protection processes on computer network where your data is stored.

Only Committee members have access to the data file information; hard copies are stored off site in secured areas.

Disclosure of personal information

Your personal information will only be used or disclosed by Ballarat Harriers as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act 200.

To facilitate Ballarat Harriers delivering better services and benefits to its members, personal information collected may be shared with other organisations, including Ballarat Regional Athletics Competition, and Athletics Victoria.

Further, to conduct our operations, Ballarat Harriers occasionally engages independent operators and parties; accordingly, some of this information may be disclosed to:

- Enable mail contractors to deliver documents and communications to members;
- Officers of a government law enforcement agency in connection with the lawful performance of their duty;
- A debt collection agency for financial default purposes;
- Send direct mail to members with new or special offers or the availability of new products or services.

Withdrawing consent for disclosure of information

If you do not consent to any of the disclosures above please advise Ballarat Harriers in writing.

We will then ensure your personal information is not used for this purpose. This exemption cannot apply where Ballarat Harriers is required by law to provide such disclosure. If you do not object to the uses or disclosures as stated above, Ballarat Harriers will accept this as having received your express consent.

Accessing personal information

Members may, upon written request, access their own personal information which Ballarat Harriers had obtained from membership application forms and the related product or service forms it currently holds.

If for any reason Ballarat Harriers is not in a position to release personal information, for example in cases where it would be unlawful to do so, we will notify you of this refusal and the basis for it.

Making changes to personal information

Ballarat Harriers endeavour to ensure personal information held is accurate, complete and up to date. Where you believe personal information held is not accurate, complete or up to date please advise Ballarat Harriers and every effort will be made to correct the information.

Lodging a complaint

For the purpose associate with privacy matters, including the lodgement of a complaint, please contact Ballarat Harriers immediately so we can quickly deal with your concern or complaint.

Our privacy policy

Copies of this privacy policy are available on our website and www.ballaratharriers.com

Privacy statement was last amended on 17/6/2015

Adapted from VicSport Sample Privacy Policy template for Sport and Active Recreation Clubs