

Orange Ex-Services Club
Privacy Information Sheet for Club Members
FAQs

1. What are the new Australian Privacy Principles (APPs)?

The new Australian Privacy Principles (APPs) come into effect on 12 March 2014 and replace the existing National Privacy Principles (NPPs) and the Information Privacy Principles (IPPs). The APPs are structured to more closely reflect the information life cycle i.e. from ensuring transparency in information collection, through to use and disclosure, quality and security, access and correction.

2. What kind of personal information does the Club collect?

OESC only collects personal information that is necessary in the performance of its business activities (i.e. administrative matters, provision of information about Club activities and in accordance with legislative requirements – *Registered Clubs Act 1976*). The Club does not collect “sensitive information” (i.e. information pertaining to racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, membership of a professional or trade association, sexual preferences or practices, criminal record, health and genetic information).

3. Do I have to provide my correct personal details?

Although the new APPs allow for an individual to interact with organisations anonymously or by using a pseudonym this provision does not apply when there is a requirement under Australian law to provide correct personal details. The *Registered Clubs Act 1976 (NSW)* requires members to provide your full name, occupation, date of birth, address, signature and date on which the annual fee for Club membership was last paid.

4. How will the Club collect this information?

The Club requires all prospective members to complete a handwritten membership application form, which is then transcribed into electronic format.

5. What if I don't want to provide my personal details to the Club?

Unfortunately the provision of your personal details is a requirement of the *Registered Clubs Act 1976 (NSW)* and a mandatory condition of membership. Refusal to provide your correct personal details will result in refusal of membership to the Club.

6. How will my personal information be used?

The Club only collects personal information of its members for administrative matters, for provision of information about Club activities and in order to meet legislative requirements. The Club uses member information for the direct marketing of Club activities, events and business and provides an ‘opt-out’ mechanism for members who do not wish to receive direct marketing material.

Information collected by the Club will not be used or disclosed for any other purpose unless you consent to that particular use or disclosure. The Club will not disclose your information to third parties other than as specifically provided for in the privacy legislation* nor does the Club send or disclose any of your information to overseas recipients.

(*Please refer to the full OESC Privacy Policy on our website for the lawful exemptions that permit the use or disclosure of personal information for a secondary purpose).

7. How is my information secured?

The Club takes reasonable steps (both physical and logical) to protect the personal information it holds from interference, misuse, loss, unauthorised access, modification and disclosure. The Club also takes reasonable steps to destroy or de-identify your information when it is no longer needed for any authorised purpose.

8. Can I access or correct my personal information?

Yes. The Club will respond to requests for access or correction to personal information within a reasonable timeframe and provide access in the requested manner where reasonable and practicable*. The Club will only provide an individual with access to their own personal information and not that of others. The Club does not charge for requests to access or correct personal information.

(*There are circumstances where the Club can legally refuse a request to access or correct personal information. For further details please refer to the full OESC Privacy Policy on our website).

9. What if I have a complaint?

The Club has a privacy grievance and complaints resolution process and is committed to the early resolution of all privacy grievances and complaints.

For further details on the Club's privacy grievance and complaints resolution process please refer to the full OESC Privacy Policy on our website.

Orange Ex-Services Club
Privacy Information Sheet for Guests & Temporary Members
FAQs

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3. Do I have to provide my correct personal details?

Although the new APPs allow for an individual to interact with organisations anonymously or by using a pseudonym this provision does not apply when there is a requirement under Australian law to provide correct personal details. The *Registered Clubs Act 1976 (NSW)* requires guests and members (temporary or otherwise) to provide your full name, address, signature and date of entry prior to entering the Club.

4. How will the Club collect this information?

The Club uses two methods to collect the required information under the *Act*:

- i. Via the electronic scanning of your driver’s licence or other MTA issued photographic identification that contains the required information, or
- ii. Through the completion of a handwritten entry into either the “Guest of Member” register or the “Temporary Member” register. Confirmation of personal information (i.e. driver’s licence, proof of age card, etc) is required to be sighted at the time of making the entry into the register.

5. What if I don’t want to provide my personal details to the Club?

Unfortunately the provision of your personal details is a requirement of the *Registered Clubs Act 1976 (NSW)* and therefore a condition of entry. Refusal to provide your correct personal details will result in refusal of entry to the Club.

6. How will my personal information be used?

The Club only collects personal information of its guests and temporary members for administrative matters and in order to meet legislative requirements. Information collected by the Club will not be used or disclosed for any other purpose unless you consent to that particular use or disclosure. The Club will not disclose your information to third parties other than as specifically provided for in the privacy legislation* nor does the Club send or disclose any of your information to overseas recipients.

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