



Yarra Yarra Golf Club - Privacy policy

PURPOSE

The [Privacy Act 1988](#) (Privacy Act) is the principal piece of Australian legislation protecting the handling of personal information about individuals. The Privacy Act provides 13 Australian Privacy Principles (APPs). The APPs apply to government agencies and private sector organisations with an annual turnover of \$3 million or more. As such the Club is required to comply.

This policy outlines our approach to managing personal information in accordance with the above legislation. Its purpose is to:

- Ensure the proper handling, storage and protection of personal information collected
- Outline the reasons for collecting personal information and the ways in which this information may be used and disclosed
- Explain how individuals can access and update their personal information
- Provide a framework for addressing complaints regarding the handling of personal information

This policy does not apply to the Club's treatment of employee records where such treatment is directly related to the current or former employment relationship between the Club and the individual.

RESPONSIBILITY

This policy applies to all Members, guests and staff.

POLICY

The Club is committed to protecting the privacy of our Members, candidates for Membership, guests and others with whom we interact. The Club recognises that the protection and confidentiality of personal information is critical. The Club commits to collecting only required information and to adopt appropriate, good practice approaches for a golf club to ensure compliance with our legal obligations.

IMPLEMENTATION

Why Does the Club Collect Personal Information?

The Club collects personal information for various purposes, including but not limited to assessing Membership applications, administering Club operations, promoting our services, and fulfilling legal obligations.

About Whom Do We Collect Personal Information?

The types of individuals from whom we may collect personal information include:

- Current and past Members
- Candidates for Membership
- Guests and visitors
- Suppliers and their employees
- Job applicants, employees, and contractors
- Other people who come into contact with the Club

What Kind of Personal Information Do We Collect?

The personal information we collect, and hold, may include:

- Contact information (name, email address, postal address, phone numbers)
- Employment details (if applicable)
- Date of birth and proof of identity (e.g., driver's licence, passport)
- Sensitive information (e.g., health conditions, allergies, financial information)
- Emergency contact details
- Participation in Club activities or events
- Photographs or video footage taken on Club premises
- Opinions, statements, and endorsements collected via surveys and questionnaires
- Payment or billing information, as required to process financial transactions

How Do We Use This Information?

We may use and disclose personal information for:

- Assessing and processing Membership applications
- Organising and coordinating functions and events
- Communicating with Members and other stakeholders
- Producing the Club newsletter, Member directory and Club program
- Managing and enhancing our services
- Complying with legal obligations

To Whom May We Disclose This Information?

We may disclose personal information to:

- Other golf clubs eg: for reciprocal, tee time swap or other event related arrangements
- Other Members, when required and appropriate
- Companies or individuals who assist us in providing services or perform functions on our behalf
- Anyone authorised by the individual to whom the information pertains

Sensitive Information

Sensitive information (e.g., health or financial information) is collected only when necessary. This information will be used and disclosed only for the purpose for which it was provided or for a directly related secondary purpose, unless otherwise authorised by the individual or required by law.

Management of Personal Information

We take reasonable steps to protect personal information from misuse, loss, and unauthorised access, modification, or disclosure. Personal information that is no longer required will be de-identified or destroyed.

Keeping Personal Information Accurate and Up-to-Date

We strive to ensure that the personal information we hold is accurate, complete, and up to date. Members are encouraged to update their personal information through the Members' portal on the Club website or by contacting us directly.

Access to Personal Information

Individuals have the right to seek access to the personal information the Club holds about them. Access may be restricted where required or permitted by law. Verification of identity and specification of the requested information will be required.

Complaints

Individuals have the right to make a complaint regarding the Club's privacy practices or the handling of their personal information. Complaints can be directed to the General Manager for investigation and resolution.

Enquiries

For any questions or concerns about privacy-related issues, please contact the General Manager.