



## Privacy Policy Statement

The information below pertains to the collection and storage of any personal information you may be required to provide to the Research Junior Football Club.. In line with privacy requirements as outlined by law, The Research Junior Football Club gives the following assurances in regards to your personal information:

### **Collecting personal information**

The Research Junior Football Club understands you as a member may have concerns about the privacy, confidentiality, and security of personal information we may obtain about you. The Research Junior Football Club policy is to protect members' privacy and personal information it may collect from time to time.

Personal information is collected by The Research Junior Football Club for the primary purpose of membership requirements and/or competition purposes. The Research Junior Football Club collects details such as your name, address, telephone and facsimile numbers, email addresses, gender, age, marital status, medical information.

### **Failure to provide required personal information**

Failure to provide the information required for the purposes detailed may mean The Research Junior Football Club is unable to complete your membership and registration.

### **Securing personal information**

To prevent any unauthorised access to your information, The Research Junior Football Club has installed computer and network security, including password protection processes.

Only staff authorised by the Executive Committee have access to the data file information.

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### **Disclosure of personal information**

Your personal information will only be used or disclosed by The Research Junior Football Club To facilitate The Research Junior Football Club delivering better services and benefits to its members, personal information collected may be shared with other organisations, including Northern Football League..

Further, to conduct our operations, The Research Junior Football Club occasionally engages independent operators and parties. Accordingly, some this information may be used or disclosed in part 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 for AGM purposes.

### **Withdrawing consent for disclosure of information**

If you do not consent to any of the disclosures above please advise The Research Junior Football Club in writing. We will then ensure your personal information is not used for this purpose. This exemption cannot apply where The Research Junior Football Club is required by law to provide such disclosure. If you do not object to the uses or disclosures as stated above, The Research Junior Football Club will accept this as having received your express consent.

### **Accessing personal information**

Members may, upon written request, access their own personal information which The Research Junior Football Club has obtained from membership application forms and the related product or service forms it currently holds.

If for any reason The Research Junior Football Club 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**

The Research Junior Football Club endeavours 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 The Research Junior Football Club and every effort will be made to correct the information.

**Lodging a complaint**

For any purpose associated with privacy matters, including the lodgment of a complaint, please contact The Research Junior Football Club immediately so we can quickly deal with your concern or complaint.

**Our privacy policy**

Copies of this privacy policy are available from The Research Junior Football Club office, or can be e-mailed or mailed to you.. This policy is also available on our website at [www.researchjuniorfc.com.au](http://www.researchjuniorfc.com.au)

This Privacy Statement was last amended on 19-01-2010



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