



Leaders in Martial Arts

TAEKWONDO

tans.com.au

Privacy Policy

JULY 2012



Leaders in Martial Arts

TAEKWONDO

tans.com.au

Privacy Policy

Policy No: TAN'S6

Date Approved: 1 July 2012

Date Reviewed: 1 July 2012

1. Purpose

To ensure compliance with privacy legislation and the principal that all personal information collected is primarily for membership purposes.

1.2 To ensure that all personal information collected will not be released for any form of commercial gain and will be maintained in a secure location.

2. Scope

2.1 This policy applies to all members, officials, instructors, coaches, athletes, volunteers and employees of Tan's Taekwondo (TAN'S).

3. Who is TAN'S?

3.1 TAN'S is pty ltd company providing martial arts and sports to the general public.

4. Collection of Personal Information

4.1 TAN'S understands that members may have concerns about their privacy and the confidentiality and security of information that TAN'S may obtain about them.

4.2 TAN'S's policy is to protect members' privacy and their personal information that it may collect from time to time.

4.3 TAN'S 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*.

4.4 Personal information is collected by TAN'S for the primary purpose of membership requirements and/or competition purposes. TAN'S collects details such as your name, address, telephone and fax numbers, email address, gender, age, marital status, weight, rank and date of promotion.

4.5 A hard copy file containing the members' applications and entry details are retained in a secure location in accordance with the Act and kept for a period of seven years in accordance with current Federal and State legislation governing document retention, before being destroyed.

5. Failure to Provide Personal Information when Requested

5.1 Failure to provide the information sought by TAN'S for the purposes detailed in this policy may not enable TAN'S to complete the membership process or any specific service requested, ie TAN'S may not be able to include you in an event you may have entered or assign benefits to you as a member.

6. How does TAN'S Secure Personal Information?

6.1 To prevent unauthorised access to personal information, TAN'S stores electronic copies of the information in the form of data files on computers that have security devices. Only staff authorised by the director have access to those data files.

6.2 Hard copies of any information are stored in secured offices.



Leaders in Martial Arts

TAEKWONDO

tans.com.au

7. To Whom Does TAN'S Disclose Personal Information?

7.1 A member's personal information will only be used or disclosed by TAN'S as allowed by the *Privacy Act 1988* and the National Privacy Principles included in the *Privacy Act (Private Sector) Amendment Act 2000*.

7.2 To conduct TAN'S's operations, TAN'S occasionally engages independent operators, contractors and parties. Accordingly, some of this information may be used or disclosed in part by TAN'S to:

- (1) enable mail contractors to deliver documents and communications to members;
- (2) officers of a government law enforcement agency in connection with the lawful performance of their duty;
- (3) a debt collection agency for financial default purposes;
- (4) send direct mail to members with news of special offers or the availability of new products, events and services;
- (5) any other of TAN'S's external advisors.

8. Withdrawing Consent

8.1 If a member does not consent to any of the disclosures referred to above, then they can advise TAN'S in writing at its office at PO Box 307 Ashgrove Qld 4060. Or contact the Instructor directly by telephone.

8.2 TAN'S will then ensure that your personal information is not used for this purpose. This exemption cannot apply where TAN'S is required by law to provide such disclosure.

9. Member Access to Personal Information

9.1 Members may, upon written request, access their personal information as obtained by TAN'S. To the extent possible TAN'S will allow access to members personal information. However, there are times that TAN'S is not in a position to do so (eg where it would be unlawful to do so). If TAN'S denies access to member to personal information, TAN'S will notify the member of its refusal and the basis for it.

9.2 Any member requiring access should contact the instructor directly.

10. Changes to Personal Information

10.1 TAN'S endeavours to ensure that the personal information held is accurate, complete and up to date.

10.2 Where a member believes that personal information held by TAN'S is not accurate complete or up top date, then that member should advise TAN'S and every effort will be made to correct the information.

11. Lodgement of Complaints

11.1 For any purposes associated with privacy matters including the lodgement of a complaint, the director of TAN'S directly. The members enquiry will be directed to the appropriate officer to deal with the enquiry or complaint.

11.2 Copies of this policy will be made available to any member that requires a copy.

12. Policy Review and Approval

The TAN'S instructors approved this policy on 1 July 2012.

12.2 The Officer responsible for this policy will ensure a review of this policy is conducted periodically.



Leaders in Martial Arts

TAEKWONDO

tans.com.au

Consent to Collection of Personal Information

I hereby consent to TAN'S collecting, using and disclosing my personal information as outlined in TAN'S Privacy Policy. I understand that I am entitled to access my own records except where access is denied in accordance with the provisions of TAN'S Privacy Policy.

I understand that I may withdraw my consent to use and disclosure of my personal information (except where legal obligations must be met by TAN'S).

Member Name:

Signed:

Date: