



Postal Address: PO Box 130
Clarinda, 3169

BENTLEIGH MCKINNON GYMNASTICS CLUB

PRIVACY STATEMENT

Bentleigh McKinnon Gymnastics Club is committed to protecting your privacy and understands the importance of managing personal information.

Bentleigh McKinnon Gymnastics Club is bound by the Commonwealth Privacy Act (1988), which sets out a number of principles concerning the protection of an individual's personal information. These laws ensure that personal information is handled responsibly and provide a consistent approach to its collection, use and disclosure. These laws also give the individual new rights such as access to their personal information and the ability to correct it, if needed. **Bentleigh McKinnon Gymnastics Club** at all times handles the personal information we collect, use or disclose in a responsible way, that ensures each individual a degree of control over their own personal information.

The aim of our privacy statement is to ensure personal information is handled responsibly.

Personal information collected directly from you will not be passed onto third parties, except for registration and membership purposes, insurance, or in the event of a medical emergency when third parties may be required to attend.

Bentleigh McKinnon Gymnastics Club will only collect information that is necessary to provide services relating to the Club.

Your personal information may be used for the following purpose:

- Provide the service you require
- Internal accounting and administration
- Keeping members informed of events related to the Club
- Assistance in the event of a medical emergency

Accuracy of Personal Information

We take reasonable steps to ensure that whenever we collect, use or disclose personal information that it is accurate, complete and up to date. We will update our records at the earliest opportunity following notification of errors or changes.



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Storage and security of personal information

Bentleigh McKinnon Gymnastics Club stores information on computer and in a paper file. We have implemented measures of a reasonable nature to ensure that all personal information you provide is securely stored to avoid misuse, loss and unauthorised handling.

Access to personal information

You have a right to access your personal information, subject to some exceptions allowed by law. If you would like to do so, you can gain access to your personal information by contacting the Bentleigh McKinnon Gymnastics Club Manager. Alternatively, you may advise us at any time of possible breaches to the Privacy Policy and inaccurate or incomplete personal information.