



## PRIVACY POLICY POLICY STATEMENT STAR-MITES GYM SPORTS PTY LTD

Policy Name:	Privacy Policy
Date of Issue:	August 2005
Date of Review:	January 2024
Policy Coverage:	All Members
Controlling Body:	Star –Mites Gym Sports Pty Ltd -Directors

### STATEMENT OF COMMITMENT

Our organisation is committed to providing you with the highest levels of membership service, including protecting your privacy. We will be bound by the Commonwealth Privacy Act 1988, which sets out several principles concerning safeguarding an individual's personal information. These laws ensure that organisations handle personal information responsibly and take a consistent approach to its collection, use, and disclosure. They also give individuals rights such as access to their personal information and the ability to correct it if needed.

Our Privacy Statement contains the following important information the Privacy Act requires us to communicate to all of our customers regarding the use of your personal information:

- What is personal information
- How we collect personal information
- How we use personal information
- When we disclose personal information
- Storage and security of personal information
- Accuracy of personal information
- Access to personal information

### WHAT IS PERSONAL INFORMATION

Personal information is information about an individual who can be identified or whose identity could be reasonably ascertained.

### HOW WE COLLECT PERSONAL INFORMATION

Certain personal information is collected to deliver and enhance the services offered by the organisation. The organisation collects personal information from you that you volunteer when:

- You register online to become a member of Star-Mites Gym Sports
- You register to become a GWA/GA-affiliated technical member
- You purchase merchandise from us
- You request information from us
- You provide information to one of our staff
- You participated in one of our surveys
- We fill out an Injury/Accident report

### HOW WE USE PERSONAL INFORMATION

We will only collect information necessary to carry out our primary purpose of providing services related to membership, education, events, and merchandise.

Your personal information may be used to:

- Provide the services you require
- Internal accounting and administration
- Regulatory reporting and compliance

Please help us identify and inform you about other products or services that benefit you.

Let's send you any information about services or products you do not require or do not want us to disclose personal information to any outside organisation. You can advise us accordingly by writing to our office manager. If you do not advise us otherwise, you confirm agreement on your behalf and for those you represent.

If you choose not to provide personal information, we may not be able to provide you with the services you require or the level of service on which we pride ourselves.

Privacy Policy Reviewed January 2024 Next review January 2025 By CEO File: My documents /Policy File

## **WHEN WE DISCLOSE PERSONAL INFORMATION**

We disclose personal information to other organisations that we believe is necessary to assist in providing our services. The organisations to which we disclose information include:

Outsourced service providers who manage the services we provide to you, including:

- Insurers
  - Gymnastics Australia
  - Gymnastics WA
  - Our professional advisors, including our accountants, auditors and lawyers
- Government and regulatory authorities and other organisations, as required or authorised by law

We limit the use and disclosure of any personal information we provide to such organisations to the specific purpose for which we supplied it.

When you provide us with personal information about other individuals, we rely on you to have made them aware that you will or may provide their information to us, the purposes we use it for, the types of third parties we disclose it to and how they can access it. Club owners need to provide their members' personal information.

## **STORAGE AND SUPPLY OF PERSONAL INFORMATION**

The organisation stores personal information on a computer database, but it may also be held in paper or computer file form. We have implemented reasonable measures to ensure that all personal information about you is securely stored and protected from misuse, loss, and unauthorised handling.

## **ACCURACY OF PERSONAL INFORMATION**

We take reasonable steps to ensure that the personal information we collect, use, or disclose is accurate, complete, and current.

## **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 by email [info@starmites.com.au](mailto:info@starmites.com.au). Alternatively, you may advise us at any time about possible breaches of privacy or inaccurate, incomplete personal information that may have changed.

The organisation will review this policy annually and ensure all members, staff and volunteers. Associated with the Company are aware of the policy

# **Star-Mites Gym Sports Pty Ltd** **PRIVACY STATEMENT**

## **COMMITMENT**

The organisation is committed to working responsibly and ethically within the legal and regulatory environment. To this end, all Company policies and procedures will reflect, and we will act and make decisions in accordance with, this commitment to the Commonwealth Privacy Act 1988.

## **RESPONSIBILITIES**

The Company Directors will be responsible for responding promptly to any concerns about the non-delivery of agreed services per the Company's Privacy policy.

All staff members are responsible for alerting the Company Directors to any privacy concerns and the circumstances causing these concerns. They are also accountable for always working ethically when dealing with privacy issues.

## **PROCESS**

The organisation has established a systematic process for recording, handling, and processing any concerns by members or staff regarding the company's fee privacy policy.

## **POLICY BREACHES AND CONSEQUENCES**

Failure to abide by our Privacy policy may result in disciplinary action being taken (Suspension or expulsion from the organisation)

## **FURTHER INFORMATION**

For further information on this policy, contact:-

CEO: Liz Gardiner

Ph 9276 5028

Email [liz@starmites.com.au](mailto:liz@starmites.com.au)

## **ADDITIONS AND CHANGES TO POLICY**

Recommended changes to this policy may be submitted to the Director of Star-Mites Gym Sports Company for consideration at any time. Should changes be accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

Our organisation is committed to ensuring all policies are up-to-date and reflect current times. Therefore, reviews are undertaken annually. The following review date is detailed at the beginning of each policy.

Signed: Liz Gardiner  
Director Star-Mites Gym Sport Pty Ltd

Date 11<sup>th</sup> January 2024