

## EASTS CRICKET CLUB (WAVERLEY) INC. PRIVACY POLICY

Easts Cricket Club (Waverley) Inc. (trading as Easts Cricket Club) (“Easts”, “we” or “us”) respects your privacy and is committed to ensuring that we comply with the Australian Privacy Principles (“APPs”) as set out in the *Privacy Act 1988 (Cth)* (“Privacy Act”).

This document sets out our policy on how we endeavour to ensure compliance with our privacy obligations.

### **What is personal information?**

Personal Information includes information or an opinion (including information or an opinion forming part of a database) whether true or not true, and whether recorded in a material form or not, about an individual (not a corporate body) whose identity is apparent, or can reasonably be ascertained, from the information or opinion. It includes all Personal Information regardless of its source.

### **Collection**

Easts collects, holds, uses and discloses Personal Information from members, employees, clients, suppliers, supporters, volunteers, players and other individuals interested in cricket. In all departments, in most cases, only the individual’s direct contact and necessary details are collected.

The type of Personal Information collected and held by Easts includes:

- name, date of birth, contact details i.e. street address, postal address, email address, phone numbers, fax numbers);
- payment details (for example, credit card details);
- playing history and demographic information;
- driver’s license or other form of identification;
- photographs;
- feedback and complaints; and
- information about incidents at the Club for the management of the Club and safety of our members and emergency contact information.

Personal Information is collected from our registration/application forms with the individual or parent/guardian’s consent but we may also collect Personal Information by written correspondence, via telephone, online forms or in meetings with individuals. For children aged less than 18 years old, we may collect personal information from a parent or legal guardian.

We will not collect your Personal Information if it is unreasonable or impracticable to do so and we only collect Personal Information by lawful and fair means without being unreasonably intrusive. You may choose not to provide Personal Information we request and we will respect your choice, however this may result in your ineligibility to receive certain products and services from us. This may include entry to competitions conducted by Easts or inclusion in special development programs or coaching programs administered by Easts.

Sensitive information is a subset of Personal Information. It means information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, criminal record or health information about an individual.

Generally, Easts will not collect sensitive information. However, it may collect sensitive information in certain circumstances with your consent if the information is reasonably necessary for one or more of Easts' functions or activities.

In certain circumstances, Easts may collect your sensitive information without your consent if:

- the legal compliance exemption applies; or
- a permitted general situation exemption applies in relation to the collection of the information.

In some circumstances, we may also collect information from third parties. This will occur for example when we receive references from members nominating as manager or coach for junior teams. We may also operate Television and CCTV cameras on our premises for the information and/or safety of our members.

### **Why we collect personal information**

We collect personal information to:

- establish and administer your membership with us;
- arrange bookings for our sporting and other events;
- conduct sporting competitions;
- provide, assess and improve our services; and
- communicate with you about products and services which we think may be of interest to you.

The Club may also be required to collect personal information in order to comply with its legal obligations.

## **Use and disclosure of Personal Information**

Easts holds Personal Information about an individual that was collected for a particular purpose (the primary purpose). Easts will not use or disclose the information for another purpose (the secondary purpose) unless you have consented to the use or disclosure of the information or there is an exemption.

### *Definition*

Reasonably related purposes may include, but are not limited to:

- verifying an individual's identity;
- developing, running, administering and marketing competitions, programs, activities and other events relating to cricket and other sports;
- marketing products, services, merchandise and special offers made available by Cricket NSW or our respective corporate partners, licensees, suppliers and sponsors;
- administering and managing our respective websites and providing individuals with access to those websites;
- keeping individuals informed of news and information (such as advanced notice of ticket sales) relating to cricket and other sports, including by distributing newsletters, publications and other communications via various mediums;
- researching and developing new competitions, programs, activities and other events relating to cricket and other sports;
- researching and developing new competitions, programs, activities and other events relating to cricket and other sports;
- researching and developing new products, services and merchandise relating to cricket and other sports; and
- statistical or aggregated purposes which may be related to business planning or some other purposes as required by legislation from time to time.

Easts will only use the information for other purposes if your consent is obtained, or if it is otherwise entitled to do so under the Privacy Act.

Easts will not disclose sensitive information without the individual's consent unless the secondary purpose is directly related to the primary purpose or there is a need to disclose such information in accordance with the Privacy Act.

If you do not wish to receive our newsletters, publications and other communications, you should contact our Privacy Officer (contact details are set out below).

Easts may share Personal Information with Cricket Australia and other State and Territory Cricket Associations.

Easts will not sell or trade your details to a third party.

Easts may disclose your personal information to recipients located overseas where it is necessary for you to take advantage of the benefits offered by Easts and associations with which we have a special relationship.

### **Quality control and security of Personal Information**

Easts will take reasonable steps to ensure that the Personal Information Easts uses or discloses is, having regard to the purpose of the use or disclosure, accurate, up to date, complete and relevant.

Easts makes every effort to ensure that the Personal Information it holds is protected from misuse or unauthorised access, modification or disclosure. Security measures include, but are not limited to:

- requiring individuals who handle Personal Information to respect and maintain the confidentiality of that information and the privacy of individuals;
- restricting access to computer systems to authorised persons through the use of user names and passwords. These restrictions also allow Easts to track which authorised persons have accessed records;
- the use of firewalls, intrusion detection devices and virus scanning tools to prevent unauthorised persons and viruses entering Easts' systems; and
- controlling access to physical records and providing secure and storage through the use of physical barriers such as locks.

Personal Information will be retained for only as long as needed to meet the primary purpose for which it was collected or as otherwise required.

Easts will take reasonable steps to protect Personal Information from misuse, interference and loss and from unauthorised access, modification or disclosure.

If Easts holds Personal Information about an individual and it no longer needs the information for any purpose for which the information may be used or disclosed by Easts and Easts is not required by or under an Australian law, or a court/tribunal order, to retain the information, we will take reasonable steps to archive or destroy the information or to ensure that the information is de-identified.

If we receive unsolicited Personal Information, we will determine within a reasonable period after receiving the information whether or not we could have collected the information if we had solicited it. If we determine that we could not have collected the information, we will, as soon as practicable and it is lawful and reasonable to do so, destroy the information or ensure that it is de-identified.

### **Accuracy of Personal Information**

Easts will take reasonable steps to ensure that the data collected, used or disclosed is complete and up-to-date and has been obtained directly from you or reputable sources.

If you discover an error in your Personal Information or your Personal Information changes, you notify Easts as soon as possible.

### **Accessing Personal Information**

If Easts holds Personal Information about you, you may request access to the information by contacting the Easts Privacy Officer (contact details are set out below). Easts will respond to the request within a reasonable period. If necessary, Easts may also require you to verify your identity.

Where the request is accepted, Easts may charge you a reasonable fee for providing access to the Personal Information.

Easts is entitled to refuse a request to access Personal Information in particular circumstances including, but not limited to, where providing access would be unlawful or would have an unreasonable impact on the privacy of other individuals.

Easts may not be required to give you information to the extent that:

- it believes that giving access would pose a serious threat to the life, health or safety of any individual, or to public health or public safety;
- giving access would have an unreasonable impact on the privacy of other individuals;
- the request for access is frivolous or vexatious;
- the information relates to existing or anticipated legal proceedings between Easts and you and would not be accessible by the process of discovery in those proceedings;
- giving access would reveal the intentions of Easts in relation to negotiations with the individual in such a way as to prejudice those negotiations;
- giving access would be unlawful;
- denying access is required or authorised by or under an Australian law or a court/tribunal order;
- Easts has reason to suspect that unlawful activity, or misconduct of a serious nature that relates to East's functions or activities has been or may be engaged in and giving access would be likely to prejudice the taking of appropriate action in relation to the matter;
- giving access would be likely to prejudice one or more enforcement related activities conducted by, or on behalf of, an enforcement body; or

- giving access would reveal evaluative information generated within Easts in connection with a commercially sensitive decision-making process.

If Easts refuses to give access to the Personal Information because of any of the reasons above, Easts will give you a written notice that sets out:

- the reasons for the refusal except to the extent that it would be unreasonable to do so; and
- the mechanisms available to complain about the refusal.

If Easts refuses to give access to the Personal Information because of above reasons or refuses to give access in the manner requested by the individual, it must take such steps (if any) as are reasonable in the circumstances to give access in a way that meets the needs of the entity and the individual, for example through the use of a mutually agreed intermediary.

### **Correcting Personal Information**

If Easts holds Personal Information about you and either:

- Easts is satisfied that, having regard to a purpose for which the information is held, the information is inaccurate, out of date, incomplete, irrelevant or misleading; or
- you request the Cricket NSW to correct the information,

Easts will take reasonable steps to correct the information to ensure that, having regard to the purpose for which it is held, the information is accurate, up to date, complete, relevant and not misleading.

Easts will respond to such request within a reasonable period after the request is made. Easts will not charge you for making the request, for correcting the Personal Information or for associating the statement with the Personal Information.

If Easts corrects Personal Information about you and Cricket NSW has previously disclosed it to another entity and you request that we notify the other entity of the correction, Easts will take reasonable steps to give that notification unless it is impracticable or unlawful to do so.

If Easts refuses to correct the personal statement as requested by the individual and the individual requests Easts to associate with the information a statement that the information is inaccurate, out of date, incomplete, irrelevant or misleading, Easts will take reasonable steps to associate the statement in such a way that will make the statement apparent to users of the information.

If Easts refuses to correct the Personal Information as requested by the individual, Easts will give the individual a written notice that sets out:

- the reasons for the refusal except to the extent that it would be unreasonable to do so; and
- the mechanisms available to complain about the refusal.

### **Complaint about breach of privacy by Easts**

If you believe the Club has breached the Australian Privacy Principles or have any other privacy related concerns, you may contact our Privacy Officer using the details listed in the 'Contact Us' section below. We may request that you put your complaint in writing. We will then endeavour to resolve your complaint within 30 days. If you are not satisfied with the manner in which the Club has handled your complaint, you can lodge a complaint with the Office of the Australian Information Commissioner at [www.oaic.gov.au](http://www.oaic.gov.au).

### **Contact Us**

Our Privacy Officer can be contacted by mail, phone, or email:

Secretary  
Eastern Suburbs Cricket Club (Waverley) Inc  
P.O. Box 991, Woollahra,  
NSW, 1350  
Australia

Attention: The Secretary

Email: [secretary@eastscricket.com.au](mailto:secretary@eastscricket.com.au)

### **Changes to this Privacy Policy**

This information relates to Easts' current privacy standards. It may vary these privacy standards from time to time. We will notify you of these changes by publishing them on our website.