

Privacy Policy

Lemon Tree Passage Bowling Club Co –operative limited trading as Club Lemon Tree ABN 84570698446, acknowledges its responsibilities in regard to the privacy of individuals including members, guests, employees and affiliates. The Club is committed to the provisions of the Privacy Act 1998 and the Australian Privacy Principles contained therein.

This Policy provides an outline of how and when personal information is collated, stored and disclosed by the Club.

Information collected by the Club

The Club collects personal information from members and in some cases temporary members including name, address, and occupation, date of birth, contact details, phone number and email address. Information may also be collected when a membership card is placed in a gaming machine and when swiped at a point of sale or kiosk. The Club may collect information when a member or guest participates in a promotion or other club activity.

In the interest of safety and security the Club operates surveillance cameras and may collect personal information in the course of investigating complaints or pursuing disciplinary proceedings. Where practicable, the purpose for which we collect personal information will be made clear at the time of collection and when appropriate consent for its use is obtained. The Club will not collect any personal information about visitors to the website except when they knowingly provide it. Your personal information is collected after you lodge a membership application form that has been approved under the Registered Clubs Act. A recognised form of identification (i.e. passport or driver's licence) would also be required to confirm details provided. This includes information about non-members.

Disclosure of information

The Club does not disclose personal information to any organisation or person unless there is:

a legal requirement to do so, or;

- a threat to an individual's life, health and safety or public health and safety, or;
- a suspicious or unlawful activity has been or may have been engaged in, or;
- a patron benefits in doing so.

How this information is used

Club Lemon Tree	Privacy Policy	PH: 4982 4800
A.B.N 84570698446	8/7/2014	Clublemtree.com.au



The Club uses this information for the purpose disclosed at the time of collection or as otherwise set out in the Privacy Policy. Generally the Club will use information collected in order to:

- To process membership applications
- To meet statutory requirements under the Registered Clubs Act 1976 and other relevant legislation
- To comply with the clubs constitution
- To contact members about offers, events & activities provided by the club
- For direct marketing purposes. However, if a person is contacted this way, an opportunity to elect to no longer receive this type of communication will be provided for the medium in which they were contacted
- As an aid to third parties that provide products or services under contract to the club
- To assist in investigation of security incidents or illegal activities

Quality of personal information

The Club takes all reasonable steps to ensure that information is accurate and reliable. The Club relies on the individual to provide accurate information and advice of any changes. If information is not accurate, contact the Club and steps will be made to correct the information.

Access to personal information

Individuals may access personal information held by the Club by contacting the Club's Privacy Officer.

The Club only collects sensitive information (i.e.: health data to provide a service to our members) at the written request of an individual.

Security

Personal information is stored & archived in a secure server or secure files for a period of seven years. The Club takes reasonable steps to protect any personal information held from misuse and loss and unauthorised access, modification or disclosure. The Club notes that internet is not a secure method of transmitting information. Accordingly the Club will not accept responsibility for the security of information sent over the internet or for any unauthorised access or use of that information.

Changes to the Policy

The Club may amend this policy.

Further Information

This policy is located on the clubs website; www.clublemontree.com.au

For further information, please contact the Club's Administration Office

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