



FINDING CONFIDENCE GROWING CHARACTER  
*Skills for Life*

## Privacy Policy

### 1. Policy Statement

FCGC is committed to protecting your privacy. FCGC is bound by the Commonwealth Privacy Act (1988), which sets out a number of principles concerning the protection of 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. FCGC at all time handles the personal information we collect, use or disclose in a responsible way, that ensures individual a degree of control over their own personal information. 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:

- a) Define 'personal information'
- b) How we collect personal information
- c) How we use personal information
- d) When we disclose personal information
- e) Storage and security of personal information
- f) Accuracy of personal information
- g) Access to personal information

### 2. Policy Coverage

2.1 What is Personal Information? Personal information is defined in the Privacy Act as information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

2.2 What information will be covered? All personal information gathered by, or on behalf of, FCGC for the purpose of managing membership, education, events and merchandise.

### 3. Application of Coverage

This Policy applies to all members of FCGC; employees, officers, administrators, volunteers, coaches, judges, athletes and officials (Members).

### 4. Requirements and Responsibility

The requirements and responsibilities of FCGC in application of our Privacy Policy are outlined in the following:

4.1 How We Collect Personal Information to deliver and enhance the services offered by FCGC, Certain personal information is collected. FCGC collects personal information from you that you volunteer when:

- a) You register to become a member;
- b) You trial or enrol in a class, program or event;
- c) You purchase merchandise from us;
- d) You request information from us;
- e) You provide information to one of our staff;
- f) You participated in one of our surveys;
- g) You enter a gymnastics competition run by either FCGC, or another registered club affiliated with Gymnastics Australia.

4.2 How We Will Use Personal Information

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We will only collect information that is necessary for us to carry out our primary purpose of providing services relating to: membership, education, events and merchandise.

Your personal information may be used in order to:

- a) Provide the services you require;
- b) Internal accounting and administration;
- c) Regulatory reporting and compliance; &
- D) Help us to provide and inform you about other products or services that may be of benefit to you.
- E) Transfer membership to another entity in the event of outsourcing services or the sale of part or all of the business

#### 4.3 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:

- a) Outsourced service providers who manage the services we provide to you, including: insurers, medical personnel, Gymnastics Australia, Gymnastics Victoria.
- b) Our professional advisors, including our accountants, auditors and lawyers
- c) Government and regulatory authorities and other organisations, as required or authorised by law. We limit the use and disclosure of any personal information provided by us to such organisations for 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.

#### 4.4 Storage and Security of Personal Information

FCGC stores personal information both in paper file form and on a computer database. We have implemented measures of a reasonable nature to ensure that all personal information about you is securely stored from misuse, loss and unauthorized handling.

#### 4.5 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.

#### 4.6 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 our customer service staff or by writing to FCGC. Alternatively, you may also advise us at any time about possible breaches of privacy, inaccurate, or incomplete personal information.

## 5. Policy Breaches and Consequences

### 5.1 Procedural Steps

FCGC undertakes to deal with any complaints of a breach of any Policy promptly, seriously, sensitively and confidentially. At any stage, it is the prerogative of the Complainant to proceed with, or dissolve, a complaint.

### 5.2 Discussion

Should a complaint arise, FCGC encourages the Complainant to follow the "Complaint Management Procedure Policy"

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