

SOUTHERN ALPS
SKI CLUB
INCORPORATED
PRIVACY POLICY



PRIVACY POLICY

TABLE OF CONTENTS

- 1. INTRODUCTION AND DEFINITIONS ----- 3
- 2. PURPOSES OF THIS POLICY ----- 3
- 3. WHAT PERSONAL INFORMATION SASC MAY COLLECT AND RETAIN----- 4
- 4. HOW SASC COLLECTS PERSONAL INFORMATION ----- 4
- 5. HOW SASC HOLDS PERSONAL INFORMATION ----- 4
- 6. HOW SASC USES, SHARES AND DISCLOSES PERSONAL INFORMATION ----- 5
- 7. ACCESS TO PERSONAL INFORMATION AND FEEDBACK ----- 5

PRIVACY POLICY

1. INTRODUCTION AND DEFINITIONS

- 1.1 This Privacy Policy (herein after referred to as the “**Policy**”) sets out how Southern Alps Ski Club Incorporated (“**SASC**”) manages personal information. It applies to SASC and each committee of SASC. The policy has been prepared for, and applies to, all Members of SASC and any persons participating in any activities held by or sanctioned by SASC.
- 1.2 SASC is a registered not for profit incorporated association, membership of which is governed by the terms of SASC’s written Constitution. To the extent that anything in this Policy conflicts with the terms of the Constitution, the terms of the Constitution will prevail.
- 1.3 SASC may update this Privacy Policy from time to time. The most current version will be available to be reviewed on SASC’s website and will also be available by contacting the club’s secretary whose details can also be obtained from the website.
- 1.4 In this Policy document:

Committee means the Committee of SASC formed pursuant to the Constitution.

Constitution means the constitution of SASC made on 14 November 2018 as amended or replaced from time to time.

Co-operative means Southern Alps Ski Club Lodge Co-operative Limited.

Member(s) means a member(s) of SASC and includes Members who are minors.

Personal Information means information about a Member and whether the information is recorded in a material form or not.

SASC means Southern Alps Ski Club Incorporated.

Secretary means the Secretary of the SASC.

2. PURPOSES OF THIS POLICY

- 2.1 The purpose of this Policy document is to set out and explain in a succinct manner:
- a) what Personal Information SASC may collect and retain;
 - b) the ways that SASC may collect Personal Information;
 - c) how SASC retains the Personal Information it collects; and
 - d) how SASC may use the Personal Information it collects and retains.

3. WHAT PERSONAL INFORMATION SASC MAY COLLECT AND RETAIN

- 3.1 The kinds of Personal Information SASC may collect and hold may include, but is not limited to:
- a) the names, ages, gender and date of birth of Members;
 - b) the family relationship between Members (for example spouse, child, parent etc);
 - c) a Member's contact details (for example, home and postal address, email address or phone number, social media information); or
 - d) other information relevant to a Member's dealings with SASC.

4. HOW SASC COLLECTS PERSONAL INFORMATION

- 4.1 SASC may collect Personal Information through a number of means including, but not limited to, through its Member application process, through its online Member management systems and the Co-operative's booking systems and third party payment systems, through a Member participating in activities run or sanctioned by SASC, through written correspondence, social media platforms, or by phone, email or in person.
- 4.2 SASC will primarily collect Personal Information directly from Members, however SASC may also collect Personal Information from a third party, such as the Co-operative, another Member or otherwise from a publicly available source or records for example.

5. HOW SASC HOLDS PERSONAL INFORMATION

- 5.1 The security of Members' Personal Information is important to SASC. SASC takes reasonable steps to store and protect the Personal Information of its Members, which may be held by SASC in physical and electronic records maintained by SASC.
- 5.2 Any person who has access to Personal Information retained by SASC must ensure that it is treated confidentially and, where appropriate, maintained and/or destroyed in a manner which protects that information.
- 5.3 SASC may share or store Personal Information with third-party service providers, for the purpose of managing Member records, providing services for Members, including online services, and conducting transactions that requires a payment by Members to SASC.
- 5.4 SASC may share a Member's Personal Information with emergency service providers, such as ambulance, police, or State Emergency Services, where it reasonably believes the Member may require the assistance of an emergency service provider or is involved in an emergency situation.

- 5.5 Online payments made to SASC are completed using third-party service providers who may store details such as names and addresses and payment details (e.g. payment card number, CVC code and expiration date). SASC does not verify, save or store any Member's credit card details.
- 5.6 Personal Information may, from time to time, be stored on personal computers operated by the Committee members and shared between Committee members.
- 5.7 All Members agree to and consent to the sharing, transfer, storing or processing of Personal Information by SASC, any Committee member and any third-party service provider used by SASC.
- 5.8 The Committee considers that the privacy policies of any third-party service provider are aligned with this Privacy Policy and will also take reasonable steps to ensure that any third-party who has access to Personal Information, handles that information in accordance with Australian privacy laws.

6. HOW SASC USES, SHARES AND DISCLOSES PERSONAL INFORMATION

- 6.1 SASC and third parties to whom SASC may disclose Personal Information in accordance with this Privacy Policy, may use Personal Information to:
- a) meet the needs of Members;
 - b) market and promote SASC and its activities to Members;
 - c) administer, manage and provide Members with services, including on-line services relating to their membership of SASC;
 - d) conduct events, competitions, programs and activities associated with or sanctioned by SASC; and
 - e) comply with any legal obligations.
- 6.2 SASC shares Personal Information with the Co-operative and trusted third parties for these purposes.
- 6.3 SASC will not disclose Personal Information except:
- a) as provided for under this Policy;
 - b) as required under Australian law; or
 - c) with a Member's consent, or the consent of a Member's parent or guardian.

7. ACCESS TO PERSONAL INFORMATION AND FEEDBACK

- 7.1 Members have the right in accordance with the *Privacy Act 1988* (Cth) to reasonably access the Personal Information that SASC holds about them and to discuss certain aspects of that Personal Information with SASC.
- 7.2 Members wanting to access their Personal Information held by SASC or wishing to raise a concern with SASC about the manner in which their Personal Information has been used, handled or disclosed should contact the Secretary in one of the following ways:

- In writing to:
The Secretary
Southern Alps Ski Club
PO Box 648, Terrey Hills, NSW, 2084
- By email to: secretary@sasc-aus.com

| | |
|------------------------|---|
| Name of Policy | Privacy Policy |
| Policy Number | 3.0 |
| Date of Review | 3/7/2022 |
| Policy Status | Approved |
| Date Effective | 13/9/2022 |
| Contact Person | SASC Secretary E: secretary@sasc-aus.com |
| Date for Review | Every three years or as required |