

Privacy Policy of the Port Fairy Golf Club Inc



The Port Fairy Golf Club collects personal information of its members to enable the effective administration of the club.

This information includes contact details, next of kin details, personal medical information and financial information. This information is collected at the start of the season and on an on-going basis depending on the nature of the information.

This information is viewed by Port Fairy Golf Club manager & secretary, who may share necessary information with the PFGC President, First Aid Officers, Safety Officers, Selection Committee and Coaching Staff.

Members are not obligated to disclose information they wish to remain private, however such information may be critical in medical emergencies such as allergies and pre-existing medical conditions or injuries.

Personal information may also ensure that the PFGC is able to maximise participation of members in the events such as training, matches, and social events.

All private member information will be kept in a locked office.

Keys to the office are limited to Manager, Secretary & Club President.

Personal information will not be sold, rented, or used for non PFGC sanctioned correspondence. Information may be shared with medical professionals or organisations in the event of medical treatment being administered, and with relevant Victorian and Australian Government Departments as required.

Members may access their personal information held by the PFGC via a request made with the Manager/Secretary.

Member's personal information will be updated annually, and/or upon the PFGC receiving notice of a change of details.

This policy is subject to, and should be read in conjunction with Australian Privacy Laws (www.oaic.gov.au).

This policy will be reviewed every two years.

Constructed By: Operations Manager 02/01/2014

Date of Approval: 15/01/2015

Last Reviewed:

Next Review Date: 15/01/2016