

POLICY- PRIVACY



**BELMONT
SERVICES
BOWLS
CLUB**

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ABN: 2229646339

POLICY- PRIVACY

This Policy is to be prominently displayed on the Club Notice Board.

Part 1 Introduction

1) Use of statement

- a) Where appropriate, this statement or an abridged form is to be added to all applicable forms completed by members or other persons.
- b) When used on a form, it must be acknowledged by the person by signing and dating where required.

Part 2 Club Policy

1. Collection of Information

We collect personal information necessary for the functioning of the Club, including, but not limited to, membership management, competition entry, and facility usage. Information—such as but not limited to name, address, date of birth, contact details, and bowling history—is collected directly from you via membership forms or indirectly through affiliated bodies (Bowls Queensland, Bowls Australia, BowlsLink). We may also collect sensitive information, such as health information, with your consent for medical/safety purposes.

2. Use and Disclosure of Information

Your information is used by the Club to provide you with services and administering the club. We may disclose certain information to:

- a. Affiliated associations (e.g., Bowls Queensland, District Associations).
- b. Third-party service providers (e.g., IT, auditors, BowlsLink). Note that some providers may store their data on overseas cloud servers.

3. CCTV and Security

CCTV is used in the Club environs for security, monitoring entries/exits. Footage is stored securely, usually for 14 days, unless an incident requires longer retention for authorities.

4. Data Security

We take all reasonable steps to protect your personal information from misuse, loss, or unauthorized access, including secure digital storage and physical safeguards.

5. Access and Correction

You have the right to access and update your personal information held by us, upon written request.

6. Complaints

If you have concerns about privacy, please contact the Club Secretary in writing. Complaints will be addressed within a reasonable timeframe (typically 60 days).

7. Destruction or De-identification of Personal Details

Under the *Australian Privacy Principle 11*, when the Club no longer needs your personal information held both physically and digitally, the Club will destroy or de-identify that information unless it is required to be retained under Australian law or by court/tribunal order.

8. Signatory Declaration and Consent-

I acknowledge that I have been provided with, and have read, the Privacy Statement dated [01.01.2026].

By executing this document, I expressly agree and declare that:

- **Information Accuracy:** All personal data provided by me is accurate and up to date.
- **Consent to Process:** I voluntarily consent to the collection, storage, processing, and transfer of my personal information (including sensitive information, if applicable) for the purposes specified in the Privacy Statement.
- **Third-Party Disclosure:** I authorise the disclosure of my information to authorised third parties as detailed in the statement.
- **Authority:** I have the legal capacity and authority to sign this declaration.

Signatory Name: [Print Name in full]

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Signature: Date: [DD/MM/YYYY]

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Part 3 Administrative Details

- a) First issued:
- b) Current Version: 01
- c) Approved/Issued
- d) Review: as required but no later than 2029.