



## **NORTHCOTE GOLF CLUB PRIVACY POLICY**

### **PURPOSE**

To ensure that all Club Officials who are responsible for handling personal and/or health information do so in a manner that protects every individual's right to privacy.

### **POLICY**

Northcote Golf Club is fully committed to protecting everyone's right to privacy. Club officials in collecting information will comply with all aspects of the Victorian Information Privacy Act 2000 and the Health Records Act 2001.

It is the Committee's responsibility to ensure that relevant Club officials are familiar with their obligations under the Acts and that the handling of both personal and health information is done so in accordance with the law.

In particular:

- Northcote Golf Club will only collect personal and health information that is required for its activities – see below.
- Information will only be used for the purpose for which it was collected
- If information is required for other purposes other than those for which it was collected, agreement will be sought beforehand
- Information will only be accessed by Northcote Golf Club Executive.
- Information will be securely stored
- Information will be destroyed if it is no longer needed for any purposes

### **Collection and Consent**

- Information is required by the Northcote Golf Club for the following purposes: -
  - Legal obligation under Associations Incorporation Reform Act 2012
  - Obligations under Victoria Liquor Licensing Act
  - Listing of results/achievements and photographs on Northcote Golf Club website.
- Information collected will only be distributed to the following third parties: -
  - Golf Australia (through current platform provider) - To access and verify golfers, maintain GA handicap, handicap records and Daily Handicaps
  - Miclub third party provider providing service to link Golf Australia platform provider with handicapping requirement and the Northcote Golf Club provision of handicapping and competition details.
- If there is a request for member data for an alternative reason, permission will be sought first.

### **Storage and Access to Information**

- Information is stored securely in a password protected computer and password protected file.
- Only Executive members of Committee have access to protected file.
- When information is not required for any purpose, it will be destroyed