

Privacy Policy

The Melbourne Shiraz Club (the Club) is committed to providing quality services to Members and this policy outlines the Club's ongoing obligations to its Members in respect of how it manages Members' Personal Information.

The Club has adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which the Club collects, uses, discloses, stores, secures and disposes of a Member's Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.oaic.gov.au

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers.

This Personal Information is obtained in many ways including correspondence, by telephone, by email, via the Club's website shirazclub.asn.au, from other publicly available sources or from third parties, etc. The Club does not guarantee website links or policy of authorised third parties.

The Club collects Member's Personal Information for the primary purpose of providing its services to Club Members. Any Member may unsubscribe from the Club's mailing list at any time by contacting the Club Secretary in writing.

When the Club collects Personal Information the Club will, where appropriate and where possible, explain to its Members why the information is collected and how it is planned to be used.

Sensitive Information

The Club will not collect any sensitive information (as defined in the Privacy Act) unless required by law.

Third Parties

The Club will only collect Personal Information from the Member.

Disclosure of Personal Information

A Member's Personal Information will only be disclosed as required by law.

Security of Personal Information

Members' Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When a Member's Personal Information is no longer needed for the purpose for which it was obtained, the Club will take reasonable steps to destroy or permanently de-identify that Member's Personal Information. However, where the Club is required by law to retain a Member's Personal Information for a minimum period, then this requirement shall take precedent.

Access to your Personal Information

A Member may access the Personal Information that the Club holds about them and to update and/or correct it, subject to certain exceptions. If a Member wishes to access their Personal Information, please contact the Club Secretary in writing.

The Club will not charge any fee for an access request, but may charge an administrative fee for providing a copy of the Member's Personal Information.

In order to protect your Personal Information the Club may require identification from the Member before releasing the requested information.

Maintaining the Quality of your Personal Information

It is important to the Club that Members' Personal Information is up-to-date. The Club will take reasonable steps to make sure that each Member's Personal Information is accurate, complete and up-to-date. If a Member finds that the Club holds information that is not up to date or is inaccurate, that Member should advise the Club Secretary as soon as practicable so that the Club's records can be updated.

Policy Updates

This Policy may change from time to time and is available on the Club's website at www.shirazclub.asn.au.

Privacy Policy Complaints and Enquiries

Should a Member have any queries or complaints about our Privacy Policy please contact the Club Secretary at:

secretary@shirazclub.asn.au