



IVANHOE MEN'S GOLF CLUB – PRIVACY POLICY

PURPOSE

Ivanhoe Men's Golf Club's Privacy Policy aims to promote responsible and transparent handling of personal information and to ensure that all Club Officials who are responsible for handling personal information do so in a manner that protects its member's right to privacy.

POLICY

Ivanhoe Men's Golf Club is fully committed to protecting its member's right to privacy. The Club will protect all personal information which it collects, holds and uses in accordance with the Privacy Act 1988 (Commonwealth) and the Australian Privacy Principles contained in the Act. This policy outlines Ivanhoe Men's Golf Club's ongoing obligations to members in respect of how it manages their personal information.

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

In particular:

- Ivanhoe Men's Golf Club will only collect Personal Information, which will include names, addresses, date of birth, email addresses and phone numbers, 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 delegated Club officials.
- Information will be securely stored.
- Information will be destroyed if it is no longer needed for any purposes.

USE AND DISCLOSURE OF PERSONAL INFORMATION

Information is required by the Ivanhoe Men's Golf Club for the following purposes:

- Legal obligations under Associations Incorporation Reform Act 2012
- Listing of news, competition results and photographs on the Ivanhoe Men's Golf Club website and Facebook page.

Information collected will only be distributed to the following third party:

- Golf Australia (through current platform provider) to access and verify golfers, maintain GA handicap, handicap records and daily handicaps.

If there is a request for member data for an alternative reason, permission will be sought first.

STORAGE OF PERSONAL INFORMATION

- We store your Personal Information in different ways, including in paper and in electronic form.
- The security of your Personal Information is important to us. We take all reasonable measures to ensure that your Personal Information is stored safely to protect it from misuse, loss, unauthorised access, modification or disclosure, including electronic and physical security measures.
- Only delegated officials of the Club have access to your Personal Information.
- When your Personal Information is no longer needed for the purpose for which it was obtained, we will take all reasonable steps to destroy or permanently de-identify your Personal Information.

ACCESS TO YOUR PERSONAL INFORMATION

- You may access the Personal Information we hold about you, upon making a written request. We may decline a request for access to Personal Information where the Australian Privacy Act requires us to do so.
- To protect your Personal Information, we may require identification from you before releasing the requested information.

MAINTAINING THE QUALITY OF YOUR PERSONAL INFORMATION

- It is important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up to date.
- If, upon receiving access to your Personal Information or at any other time, you believe the Personal Information we hold about you is inaccurate, incomplete or not up to date, please advise us as soon as practicable so that we can update our records and ensure we can continue to provide quality services to you.

PRIVACY POLICY UPDATES

- This Policy may change from time to time and is available on our website.

PRIVACY POLICY ENQUIRIES AND COMPLAINTS

- If you have any queries, concerns or complaints about the manner in which we have collected, used or disclosed and stored your Personal Information, you can tell us by contacting us.
- We will ensure that all complaints are dealt with in a reasonably appropriate timeframe so that any decision (if any decision needs to be made) is made expeditiously and in a manner that does not compromise the integrity or quality of any such decision.

CONTACT

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Ivanhoe Men's Golf Club
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Approved by the Ivanhoe Men's Golf Club Committee – August 2025