



ST LUCIA BOWLING CLUB INC

Privacy Policy

Endorsed by the Management Committee on 12 October 2022

1. Introduction and Policy

The St Lucia Bowling Club Inc (the Club) collects personal information about its members and uses that information to run the Club's sporting and business activities

The Club's policy is

- That members do not disclose the personal details of any other member outside the Club unless authorised to do so for Club business or by that member;
- To inform members of what personal information is collected, why it is collected, how it is stored and how it is shared within the Club and with outside organisations;
- To inform members of their options relating to the disclosure of their own personal information;
- To inform members of their obligations relating to the non-disclosure of the personal information of other members.

This document sets out to implement the above policy.

2. What information is collected?

When applying to be a member of the Club a person is asked to supply their name, date of birth, occupation as well as contact details viz. Address, phone numbers and email address. In addition, some details of the person's prior history with the sport of bowls is sought. All of this information is stored electronically in the Club's database and the paper form is destroyed. Only certain Club officers have access to the Club's database.

The Club's financial system keeps track of members financial membership status.

Some information about members' playing history is collected and used to aid team selections.

Names and, in some instances, photographs of competition winners are posted on the Club's website to honour them. These posts are accessible by the public.

3. The Need to Keep Personal Information

The Club needs to collect and store personal information about its members because

- The Associations Incorporation Act (the Act) (s 69A(1)(d)) and the Associations Incorporation Regulation (the Regulation) (s 9(1)(d)) both require the Club to keep a register of members
- The Club Rules in Rule 9 expand on this legal requirement by listing the information to be recorded although the Management Committee may add to that list.
- Apart from these legal and Rule based requirements, the Club must manage its affairs and to this end, needs to know who its members are, how to communicate with them, whether they are financial and whether they can vote in Club meetings and in what competitions and games they can play.

4. How Personal Information is Shared within the Club

Sharing of personal information within the Club happens in a number of ways

- The Club's Rule 9 requires the register to be open to any member but provides for the Management Committee to withhold information about a particular member (other than the member's full name) in the open register if it believes that member would be at risk of harm if it is not withheld. This mirrors a provision in the Model Rules in the Regulation.
- The Club's Rule 7(3) requires the name and address of all prospective members (other than prospective Social Members) to be displayed on the Club noticeboard for 7 days.
- Because it is a club, the Club wants members to interact and so shares members' contact details within the Club. This is done in a secure area on the Club's website. This Members Listing has a reminder to members not to share **others'** contact details outside the Club unless permitted to do so.

5. How Personal Information is Shared outside the Club

The Club needs to share some personal information outside the Club in a number of circumstances including

- Contact information of certain Club officers is published on the Club website so that members of the public can make contact related to the Club's sporting and business activities.
- The Club is affiliated with Bowls Queensland (BQ) and informs BQ of the following details of Full Members and Life Members of the Club – name, address, date of birth, gender, phone numbers and email address. BQ's Privacy Policy may be viewed on its website.
- The Club is affiliated with Brisbane District Bowls Association (BDBA). Certain officers of BDBA have access to the BQ database so that BDBA can administer the sporting activities organised by it. BDBA is developing its Privacy Policy.
- Names (and in some cases, phone numbers) of players are shared with BDBA and other bowling clubs when engaging in inter-club competitions.
- Various government bodies require personal information of some Club members related to the Club's incorporation, business registration, applications for grants, taxation etc.
- Some members have to share their contact details with other businesses in the ordinary course of running the Club's business and sporting activities.

6. Privacy Options for Members and Prospective Members

- A prospective member who has good reasons against their name and address being displayed on the Club noticeboard should approach the Club's Membership Director to discuss available options to avoid such display.
- A member who believes they would be at risk of harm if their personal details are recorded in the 'open register' (as defined in the Club's Rule 9) should approach the Membership Director to discuss obtaining Management Committee approval to delete their information (other than their full name) from that 'open register'.
- A member who does not wish their contact details to be included in the Members Listing should discuss the matter with the Membership Director.
- A competition winner who does not wish their name and/or photograph posted on the Club's website should discuss the matter with the Membership Director.

7. Updates to this Document

This document will be reviewed from time to time and updated as necessary.