



ADELAIDE LUTHERAN  
SPORTS CLUB

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# Privacy Policy

Version 1.0a

24 October 2013

The Adelaide Lutheran Sports Club (ALSC) is committed to complying with the principles set out in the *Privacy Act (Cth) 1988*. This policy governs our collection, use, maintenance and disclosure of personal information.

## **1. How do we collect your personal information?**

Personal information is information from which it is possible to determine your identity. Such information may include your name, postal address and email address. We may collect personal information about you in a number of ways, including when you provide information to us in person, by phone, email, in an application form or through our web site ([www.alsportsclub.com.au](http://www.alsportsclub.com.au)).

## **2. How do we use your personal information?**

We may use your personal information in order to:

- develop a members' register to enable us to maintain contact with our members;
- develop, run, administer and market competitions, programs, activities, social functions and other events relating to the ALSC, or relating to football, netball or cricket (or any other sport which may be incorporated into the ALSC from time to time);
- market products, services, merchandise and special offers made available by us or our respective partners, licensors, suppliers and sponsors;
- keep you informed of news and information relating to the ALSC, football, netball, cricket and other sports, including by distributing newsletters, publications and other communications via various media (including various types of social media which may be utilised by the ALSC from time to time);
- administer and manage the ALSC web site.

If you do not wish to receive our newsletters, publications and other communications, please contact us (our contact details are set out below).

## **3. When do we disclose your personal information?**

Personal information that we collect directly from you in order to create and maintain our members' database will not be disclosed to third parties, except to:

- sporting associations within which any ALSC team competes, is registered to compete or proposes to compete;
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- entities that we have engaged to carry out functions and activities on our behalf. For example, we may disclose customer contact information to the organisations which fulfil merchandise purchase orders;
- organisations (including government organisations) involved in any relevant sporting programs, initiatives or funding grants; and
- our professional advisers, including our accountants, auditors and lawyers;
- our insurers; and
- other entities as required or authorised by law.

#### **4. Accuracy of your personal information**

The ALSC takes all reasonable precautions to ensure that the personal information we collect, use and disclose is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly. If you find that the personal information we hold about you is incorrect, incomplete or out-of-date, please contact us immediately (our contact details are set out below) and we will take reasonable steps to ensure that it is corrected.

#### **5. Your access rights**

Subject to some exceptions at law, you are entitled to make a request to access your personal information. You should make this request in writing, and you will not be charged for lodging such a request. We will provide access by allowing you to inspect personal information, or by giving you a copy of the personal information. If your personal information is not accurate, up-to-date or complete, we will take reasonable steps to ensure that the information is corrected.

#### **6. Changes to the Privacy Policy**

From time to time we may need to change this Privacy Policy in line with the ALSC's practices or requirements. We will notify you of any changes by posting an announcement and the amended Privacy Policy on our website [www.alsportsclub.com.au](http://www.alsportsclub.com.au).

#### **7. Further Information**

For further information about the ALSC's use of personal information, or to request access to the information we might hold about you, please contact the ALSC Marketing and Communications Officer (details available at [www.alsportsclub.com.au](http://www.alsportsclub.com.au)).

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