



## **Judo Victoria Inc. Privacy Policy Statement**

The information below pertains to the collection and storage of any personal information you may be required to provide to Judo Victoria Inc.

In line with privacy requirements as outlined by law, Judo Victoria Inc. gives the following assurances in regards to your personal information:

### **Collecting personal information**

Judo Victoria Inc. understands you as a member may have concerns about the privacy, confidentiality and security of personal information we may obtain about you. Judo Victoria Inc. policy is to protect members' privacy and personal information it may collect from time to time.

Judo Victoria Inc. has undertaken to comply with the requirements of the Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000.

Personal information is collected by Judo Victoria Inc. for the primary purpose of membership requirements and/or competition purposes. Judo Victoria Inc. collects details such as your name, postal address, telephone numbers, email addresses, gender and date of birth. For new members at primary and secondary school age, Judo Victoria Inc requests from these new members the place of education to enable the creation of school clubs and school leagues with subsequent congratulatory emails to be sent.

A computer database file containing your personal information is retained in a secure location in accordance with the Act, and for a further seven years in accordance with current Federal and State legislation governing document retention, before being destroyed.

### **Failure to provide required personal information**

Failure to provide the information required for the purposes detailed may mean Judo Victoria Inc. is unable to complete your membership application.

### **Securing personal information**

To prevent any unauthorized access to your information, Judo Victoria Inc. has installed computer and network security, including password protection processes.

Only personnel authorized by the Judo Victoria Inc. President, Judo Victoria Inc. Registrar and Judo Victoria Inc. member clubs authorized financial JVI members have access to the data file information.

### **Disclosure of personal information**

Your personal information will only be used or disclosed by Judo Victoria Inc. as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate Judo Victoria Inc. delivering better services and benefits to its members, personal information collected may be shared with other organisations, including the Judo Federation Of Australia Inc.

Further, to conduct our operations, Judo Victoria Inc. occasionally engages independent operators and parties. In addition, some of this information may be used or disclosed in part to officers of a government law enforcement agency in connection with the lawful performance of their duty.

#### **Withdrawing consent for disclosure of information**

If you do not consent to any of the disclosures above please advise Judo Victoria Inc. in writing. We will then ensure your personal information is not used for this purpose. This exemption cannot apply where Judo Victoria Inc. is required by law to provide such disclosure. If you do not object to the uses or disclosures as stated above, Judo Victoria Inc. will accept this as having received your express consent.

#### **Accessing personal information**

Members may, upon written request, access their own personal information which Judo Victoria Inc. has obtained from membership applications which may be in the form of hard copy or online transactions.

If for any reason Judo Victoria Inc. is not in a position to release personal information, for example in cases where it would be unlawful to do so, we will notify you of this refusal and the basis for it.

#### **Making changes to personal information**

Judo Victoria Inc. endeavours to ensure personal information held is accurate, complete and up-to-date. Where you believe personal information held is not accurate, complete or up-to-date, please advise Judo Victoria Inc. and every effort will be made to correct the information.

#### **Lodging a complaint**

For any purpose associated with privacy matters, including the lodgment of a complaint, please contact the Judo Victoria Inc. Secretary immediately so we can quickly deal with your concern or complaint.

#### **Our privacy policy**

Copies of this privacy policy can be e-mailed or mailed. This policy is also available on our website at [www.judovictoria.com.au](http://www.judovictoria.com.au)

This Privacy Statement was last amended on 27/1/2016