Lowood and District Golf Club Inc – Privacy Policy (09072022)

1. **We collect Personal Information from our members for the purpose of contacting members with regular newsletters, managing/organising golf competitions / associated golf club functions and maintaining golf handicaps.**
   o Name
   o Address (Residential and Postal)
   o Phone Number
   o Date of Birth
   o Email Address
   o Bank Account Details (Where required for regular payments)

2. **Other Personal Information collected can include:**
   o Bank, Employment details, Tax file numbers, Australian Business numbers for employees and contractors.
   o Occupation and other skills which might be helpful to our Club. (Membership Form).
   o Previous golf club memberships details (Handicap details). (Membership Form).

3. **We do not collect Personal Information from our members for the purpose of marketing or promotional purposes**

4. **To whom and what information do we provide to others:**
   o Golf Australia (Golf Link – Name, Address, Phone number, date of birth for handicapping purposes)
   o Regular newsletters and emails are sent to multiple members. The newsletter or email is sent with the member's email address in the BCC (blind carbon copy) field.

5. **What information is not disclosed?**
   o Member contact details. (If this is requested, details of request will be sent to the member, but the contact details are not provided by the club)
   o Member details for marketing or promotional purposes

6. **What information do we keep?**
   o The information listed under 1 and 2 above, is stored on the Club's computer under Password security.

7. **Access to the information.**
   o Only the President, Secretary and Treasurer have immediate access to the information.

8. **Our Website:**
   o Our Privacy Policy applies to the use of our website and social media sites and to any Personal Information you provide via these sites.

9. **How to make a complaint:**
   o If you believe that your privacy has been breached, please contact:
      The Privacy Officer
      Lowood and District Golf Club Inc
      PO Box 1
      Lowood Qld 4311