



PRIVACY POLICY

12x12 Gymnastics Ballina Inc. (12x12) is committed to protecting an individual's personal information by complying with all the sections of the Commonwealth Privacy Act 1988.

WHAT IS PERSONAL INFORMATION?

Section 6 of the Privacy Act defines 'personal information' as 'information or an opinion about an identified individual, or an individual who is reasonably identifiable. This might include a person's name and address, medical records, bank account details, photos, videos and even information about what an individual likes, their opinions and where they work.

HOW WE COLLECT PERSONAL INFORMATION

To run our business efficiently and provide you with quality services we need to collect certain personal information when:

- You register to become a member
- You register your child to become a member
- You participate in a 12x12 event or program
- You become a staff member
- You provide information to one of our staff
- You participate in one of our surveys
- You purchase merchandise from us

HOW WE USE PERSONAL INFORMATION

We only collect information we believe is required for us to efficiently run our business. Your personal information may be used in the following ways:

- Provide the services and information you require
- Internal accounting and administration
- Regulatory reporting and compliance

Helping us to identify and inform you about products and services that may be of benefit to you. If we send you any information about services or products you do not require, or you do not want us to disclose personal information to any other organisation (including related organisations) you can advise us accordingly by writing to us. If you do not advise us otherwise, you confirm agreement on your own behalf and/or on behalf of others you represent. If you choose not to provide personal information, we may not be able to provide you with the services you require.

WHEN WE DISCLOSE PERSONAL INFORMATION

We disclose personal information only to organisations we believe are necessary to assist in providing our services, which are (but not limited to):

- Recreational Gymnastics Australia
- New South Wales Department of Sport and Recreation

Our professional advisors, including our accountants, auditors and lawyers Government and regulatory authorities and other organisations, as required or authorised by law.



These are outsourced providers who manage some specific aspect of the services we provide. We limit the use and disclosure of any personal information provided by us to such organisations for the specific purpose for which we supplied it.

STORAGE AND SECURITY OF PERSONAL INFORMATION

Your personal information may be held with 12x12 in both paper file and computer file form. We believe we have implemented measures of a reasonable nature to ensure that all personal information about you is securely stored from misuse, loss and unauthorised handling. All personal information will be disposed of appropriately.

ACCURACY OF PERSONAL INFORMATION

We take reasonable steps to ensure that whenever we collect, use or disclose personal information that it is accurate, complete and up to date.

ACCESS TO YOUR PERSONAL INFORMATION

You have a right to access your personal information, subject to some exceptions allowed by law. If you would like to do so, you can gain access to your personal information by contacting us. Alternatively, you may also advise us at any time about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed.

RELATED POLICIES AND DOCUMENTS

Member Protection Policy

Photography Policy

Staff Code of Conduct Policy