



COMMUNITY ASSOCIATION DP 270347 PRIVACY POLICY

1. PURPOSE

This policy has been written in line with the Privacy Act 1988 and the Australian Privacy Principles (APPs). This policy outlines how Breakfast Point Country Club, an entity of Community Association DP 270347 collects, uses, keeps secure and discloses personal information. It also acknowledges that individuals have a right to know what information an organisation holds on them together with a right to correcting that information if it is inaccurate.

2. SCOPE

Applies to all Breakfast Point Country Club employees, volunteers and elected representatives of Community Association 270347.

3. REFERENCES

[Privacy Act 1988](#) (Privacy Act),
[Privacy Amendment \(Enhancing Privacy Protection\) Act 2012](#)
Australian Privacy Principles (APPs)

4. POLICY

4.1 Our Commitment to Privacy

Community Association DP 270347 is committed to protecting the privacy and confidentiality of our residents and tenants.

4.2 How we collect personal information

Community Association DP 270347 collects and holds information from residents and tenants solely to carry out its functions and/or activities. Information will not be collected unless it is deemed necessary to carry out the functions or activities of Community Association DP 270347.

Where possible and practicable, information will be obtained directly from you, the person in question. Where information must be gathered from a third party, this will be communicated with you.

Examples of the types of information commonly collected include, but are not limited to, the following:

- a. Name
- b. Residential address
- c. Proof of residency
- d. Rights to use Breakfast Point Country Club

Where information is collected from a third party, the individual is informed or may reasonably expect that we have been given this information, will know the purpose for which it is collected, and will be able to obtain access to this information, for example, information gathered from a real estate agent.

4.3 Use and disclosure of information

Community Association DP 270347 aims to only use personal information for the purpose it was originally collected (Primary Purpose). If it is deemed necessary to use this information for a secondary purpose, you will be contacted for your consent to this practice.

Disclosure of your personal information to another individual/ third party, without consent, will only occur in order to lessen a serious threat to you as an individual or to public safety, and where required by law.

Sensitive information (race, ethnicity, religious beliefs, political opinions, sexual inclination, etc.) will not be collected unless it is legislatively required or you have given your consent.

If personal information received by Community Association DP 270347 is deemed unnecessary to the services or functions for which we are to provide, this information will be destroyed or de-identified to protect you, but this will only be done where it is lawful to do so.

4.4 Data Quality

Community Association DP 270347 will take reasonable steps to ensure that your personal information is accurate, complete and up-to-date. You are encouraged to help us keep your personal information accurate, complete and up-to-date by contacting club reception when your circumstances change.

4.5 How we keep your information secure

Community Association DP 270347 will take all practical steps to ensure that your personal information is protected from misuse, loss and from unauthorised access, modification and disclosure. Community Association DP 270347 has systems in place to create a secure environment for this information.

4.6 Sensitive Information

Information regarding race, ethnicity, political opinions, religious or philosophical beliefs, trade union membership, health information or sexual inclination is classed as sensitive information.

Community Association DP 270347 does not collect sensitive information except with the client's consent or where required by law.

4.7 Personal and Sensitive Information Handled by Community Association DP 270347

All information is handled in accordance with the Privacy Act 1988.

4.8 Maintaining Financial Records

Community Association DP 270347 maintains a database of suppliers, customers and other contacts with which it engages in financial transactions.

The information held in the database for each contact consists of the contact's name, address, telephone numbers and one or more identifiers necessary for effective financial processing. The information is not made available to any third party except to Australian government agencies as required by law.

4.9 Discussing or Accessing Your Information

You may wish to discuss, or obtain access to your personal information as held by Community Association DP 270347, or which you believe may be held by Community Association DP 270347. Contact the Club Manager to arrange a mutually convenient time.

4.10 Queries, Advice and Complaints

It is important to us that the highest possible standards are kept in relation to the way that we handle information. If you have any concerns, questions or complaints about the way that information is being managed you should speak to the Club Manager. If you are dissatisfied with the response that you receive you may seek advice from the Federal Privacy Commissioner on 1300 363 992.

4.11 Access to information and correction of information

It is Community Association DP 270347 policy to give individuals access to their data on request, so that they may review and correct details.

We reserve the right to take reasonable steps to ensure that the person seeking access is in fact the individual to whom the data relates; or is otherwise entitled to access the data.

If access is denied or refused, we will provide reasons for this decision.

Contact Us

If you have any concerns, questions or suggestions in relation to this policy, please contact the Club Manager on 02 87656900. For general information on privacy the Australian Government website can be accessed at <http://www.privacy.gov.au/>.