

Golf Square Privacy Policy

Rationale

The purpose of this policy is to ensure that, in the course of conducting its activities, Golf Square Sunshine (hereafter referred to as "Golf Square Sunshine" or "the Corporation") manages and protects personal information in accordance with the Privacy Act 1988 (Cth) (Privacy Act) and the Australian Privacy Principles (APPs).

This policy outlines how Golf Square Sunshine collects, uses, discloses, protects and stores personal information and how the Corporation manages requests to access and/or change that information.

Scope

This policy applies to all staff, volunteers, contractors and stakeholders of Golf Square Sunshine and its related bodies.

Golf Square Sunshine can collect, hold, use and disclose information about an individual before, during and after their dealings with the Corporation.

Collection of Personal Information

Personal information is information or an opinion about an individual from which they can be reasonably identified. Golf Square Sunshine collects personal information from various sources, including but not limited to staff, volunteers, contractors, stakeholders, job applicants and other community members.

Golf Square Sunshine may collect and hold personal information including names, addresses, contact details, dates of birth, photographs and financial information.

Privacy Policy

Golf Square Sunshine understands an individual's right to keep their personal information private and is committed to protecting and maintaining the privacy, accuracy and security of personal information.

Purposes for Collecting, Holding, Using and Disclosing Personal Information

Golf Square Sunshine generally uses or discloses personal information for the following purposes:

- Assessing applications for employment
- Providing services to individuals
- Communication with stakeholders
- Marketing, promotional activities
- Supporting community-based causes and activities
- Golf Square Sunshine may also use or disclose personal information for other reasons with the individual's consent or as required or authorised by law.

Sharing of Personal Information

Golf Square Sunshine may share personal information with related bodies only if necessary for the Corporation to provide its services.

Collection Methods

Golf Square Sunshine collects personal information directly from individuals whenever reasonable and practical to do so. Information may be collected in writing, digital platforms, website, advertising mediums, conversation or from third parties on behalf of individuals.

Indirect Collection

Golf Square Sunshine may collect personal information indirectly from other sources when it is not reasonable or practical to collect directly from the individual.

Storage and Security of Personal Information

Personal information is stored in various formats including electronic databases, hard copy files, personal devices and third-party storage providers. The Corporation takes reasonable steps to protect personal information from misuse, loss, unauthorized access, modification or disclosure.

Responding to Data Breaches

Golf Square Sunshine will take appropriate action in response to suspected or actual data breaches.

Access and Correction of Personal Information

Individuals may request access to or correction of their personal information held by Golf Square Sunshine. Requests will be processed promptly and in accordance with privacy principles.

Complaints

Individuals can make complaints about Golf Square Sunshine's handling of personal information. Complaints will be responded to within a reasonable time and individuals have the right to escalate complaints to the Office of the Australian Information Commissioner (OAIC) if not satisfied with Golf Square Sunshine's response.

Contact Details

For inquiries about this Privacy Policy or personal information held by Golf Square Sunshine, individuals can contact Golf Square by email, phone or mail.

Contact Information:

Email: marketing@golfsquare.com.au

Phone: 1800 188 168

Address: 8 Annastasia Way Sunshine North VIC 3020