

Privacy Policy

Dubbo RSL Memorial Club is an organisation registered under the Registered Clubs Act 1976. Dubbo RSL Memorial Club is covered by the provisions of the Privacy Act 1998.

The principal activities of the Dubbo RSL Memorial Club are:

- Providing a venue for members and guests to engage in social activities;
- Supporting the community sporting events;
- Providing members and their families access to a range of services;
- Providing affordable meals; and
- Providing a safe and friendly environment for the community to meet.

Other venues include:

- Dubbo RSL Health Club; and
- Dubbo RSL Motel
- Dubbo RSL North Sporties Club
- Rhino Lodge

Dubbo RSL Memorial Club collects personal information from members including name, address, occupation, date of birth, proof of age and contact details.

Dubbo RSL Memorial Club collects this information in order to:

- Process membership applications;
- Meet statutory requirements under the registered Clubs Act and other relevant legislation; and
- Contact members about events and activities provided by Dubbo RSL Memorial Club

More detailed information is collected when Dubbo RSL Memorial Club is providing a service at the Health Club or child related activities.

Collection of personal information:

Members:

One way Dubbo RSL Memorial Club collect personal information from you is to lodge an application form approved under the Registered Clubs Act. Dubbo RSL Memorial Club may also collect information when you complete other forms, participate in competitions and submit an application for employment. This personal information may include your full name, date of birth, phone numbers, email address, street and postal address. In some occasions a recognised form of identification i.e. passport or driver's license will also be required to confirm the personal details provided.

Membership of Dubbo RSL Health Club also requires details of health or medical details to ensure your personal safety.

Visitors and Guests:

Under the Registered Clubs Act patrons visiting the Dubbo RSL Memorial Club must produce a recognised form of identification i.e. passport, driver's license or proof of age card to gain entry to our premises. Dubbo RSL Memorial Club uses sign in registers to gather this information and to protect the data collected i.e. addresses of patrons.

When or before Dubbo RSL Memorial Club collects personal information, the Club will take reasonable steps to inform you of:

- The purpose for which the information is collected;
- Where applicable, any law that requires the particular information to be collected, and
- The main consequences for the user if all or part of the information is not provided.

Use and disclosure of information:

We will only use your personal information (including your email address) for the purpose for which you have provided it, e.g. for applications of club membership or to gain entry to the club as a visitor or guest. We will not use it for any other purpose, nor will we disclose it, unless we have your consent or in other circumstances where such use or disclosure is permitted under the Privacy Act, or compelled by Law.

From time to time, we may wish to carry out a voluntary survey for feedback. Before collecting survey results, we will advise you of the purpose of the survey e.g. to gain information for the club to improve services etc. Participation in surveys is optional.

Information quality:

Dubbo RSL Memorial Club relies on the information provided by members to be accurate and current.

Data Security:

Personal information is stored and archived for a period of seven (7) years. This includes the information of visitors and unfinancial members.

Access and correction:

The Privacy Act allows individuals to access and alter records containing their personal information. To change your name on the membership database supporting documents from government source is required. Change of address can be done by visiting our reception office.

Sensitive information:

Dubbo RSL Memorial Club only collects sensitive information i.e. health data to provide a service to our members. Sensitive information is only gathered with the personal consent of our members.

Information Technology and internet including website:**Risks on using the internet:**

You should note that there are security risks in transmitting information via the internet. You should assess these potential risks when deciding whether to use our online services. If you do not wish to transmit information via our website, there are other ways in which you can provide this information to Dubbo RSL Memorial Club. You can, for example, contact our reception on 02 6882 4411 or visit the club in person.

Information collected:

www.dubborsl.com.au

When you look at this website, our internet service provider makes a record of your visit and logs the following information for statistical purposes:

- Your server computer address;
- Your top level domain name (for example, .com, gov, au, etc.); and
- The date and time of your visit.

Personal information:

The way Dubbo RSL memorial Club collect personal information from you is if you use our site to lodge an application form approved under the Registered Clubs Act i.e. to apply for membership. This personal information may include your full name, date of birth, phone numbers, email address, and street and postal address.

We can only collect personal information via our website with your consent as you must click on the page provided to submit information to our website.

Access to information collected:

a) www.dubborsl.com.au

Dubbo RSL Memorial Club will not make an attempt to identify users or their browsing activities. However, in the unlikely event of an investigation, a law enforcement agency or other government agency may exercise its legal authority to inspect our internet service provider logs.

b) Personal

The Privacy Act allows individuals to access and alter records containing their personal information.

Use of information collected:

We will only record your email address if you send us a message. Your email address will only be used for the purpose for which you have provided it and will not be added to a mailing list or used for any other purpose without your consent.

When you provide information to us via the internet, we rely on the accuracy of that information.

Information storage and security:

Personal information is stored in transmission logs and archived for a period of seven (7) years. Application for memberships are hard copied and archived for a period of seven (7) years.

Where appropriate, our website provides a secure environment by using Secure Sockets Layer (SSL). This establishes a session, and encrypts all traffic between our web server and your browser.

Cookies:

Dubbo RSL Memorial Clubs website contains NO cookies

Further information on Privacy can be obtained by contacting Dubbo RSL Memorial Club

Dubbo RSL Memorial Club
178 Brisbane Street Dubbo NSW 2830
(T) 02 6882 4411
(F) 02 6881 8062

Email: rsigm@dubborsl.com.au
Website www.dubborsl.com.au
Or the Privacy Officer
Dubbo RSL Memorial Club

This policy was reviewed on and is effective from **24 January 2022**.

Gus Lico
General Manager

Jeff Caldbeck
President, Board of Directors

(Signed copies held by the Human Resources Department)