PRIVACY POLICY

Updated: 19/04/2023

PIT Gymnastics is committed to providing gymnasts and parents with the highest levels of membership service. This includes protecting your privacy. We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information. We are bound by the sections of the Commonwealth Privacy Act 1988, which sets out a number of principles concerning the protection of individual's personal information. The aim of these laws is to ensure that organizations handle personal information responsibly and pride a consistent approach to it collection, use and disclosure. These laws also give individual rights such as access to their personal information and the ability to correct it, if needed.

What is personal information?

Personal information is considered the information about an individual who can be identified, or whose identity could be reasonably ascertained, from the information.

How we collect personal information

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

- Making a payment
- Booking a Trial Lesson or Enrolling and Registering as a Club Member
- Becoming a staff member
- Participating in a Club event or program or participating in one of our surveys

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 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 organization (including related organizations) you can advise us accordingly by writing to our Manager. 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 organizations we believe are necessary to assist in providing our services, which are:

- Gymnastics Australia and Gymnastics Victoria
- Our professional advisors, including our accountants, auditors and lawyers, Government and regulatory authorities and other organizations, as required or authorized 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 organizations for the specific purpose for which we supplied it.

Storage and Security of personal information

PIT Gymnastics stores personal information in both paper 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 unauthorized handling. All personal information will be disposed of appropriately.

Accuracy and Access to 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. 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 the Manager. Alternatively, you may also advise us at any time about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed.

Policy published

- Privacy Statement on Website and Notice Board