

## ***Lakeside Golf Club Inc Privacy Policy***

Lakeside Golf Club Inc “LGC” (ABN 30 098 812 594) is committed to protecting your privacy and understands the importance placed on the privacy of your personal information. LGC respects your right to have your personal information protected from misuse or unauthorised access and only collect’s information as provided personally by each individual LGC member.

LGC will take all reasonable steps to protect the privacy of the personal information that we collect and use. This policy applies to all individuals and LGC members who provide us with their personal information.

### **What is personal information?**

Personal information is any information that can be used to identify you. This includes any personal information, which you provided upon making application to join LGC or information supplied to notify LGC of any changes to personal information previously submitted and held on file. LGC will not unnecessarily disclose your information without your consent unless there is a need to disclose such information in accordance with the Privacy Act 1988 (Cth).

### **What personal information do we collect?**

LGC collects information, some of which is supplied by you, including but not limited to name and address, contact details, date of birth, membership status and GOLF *Link* registered handicap. LGC collects this information to facilitate accurate records of all LGC members both active and inactive to verify membership, handicap details and inclusion in the LGC syllabus. We will not use your personal information for any purpose which is not related to LGC services we provide to you or for any purpose for which you would not reasonably expect us to use your personal information. We will take all reasonable steps to ensure that the personal information that we hold is accurate and up to date. If you feel that information about you is not accurate or your details have or are about to change, please inform us and we will correct or update your personal information.

### **How do we collect personal information?**

Where possible, LGC collects your personal information directly from you. If you feel that the information that we are requesting, either on our forms or in our discussions with you, is not information that you wish to provide, please feel free to raise this with us.

### **Maintaining the Security of your information.**

LGC will take all reasonable steps to secure your personal information. Electronic information is protected by various security measures and access to your information and the LGC database is restricted to authorised officers LGC.

If you have any questions in relation to this policy please contact LGC though the *Contact Us* link on the website home page.

LGC reserves the right to review, and if necessary, change this Policy.