

## **PRIVACY POLICY**

### **KEMPS CREEK SPORTING AND BOWLING CLUB PTY LTD**

Amended Date. 30<sup>th</sup> May 2024

Revision Due: May 2025

Kemps Creek Sporting and Bowling Club respects the privacy of its Members and Guests and is committed to protecting your personal information. We will ensure that any personal information collected will be managed correctly.

Kemps Creek Sporting and Bowling Club is a licensed venue operating under the;

#### **Registered Clubs Act 1976**

#### **Privacy Act 1988**

Circle Solutions complies with the Registered Clubs Act and stores securely your personal information for 3 years, however we at Kemps Creek Sporting and Bowling Club, keep your personal information for a period of 7 years.

Circle Solutions Privacy Policy can we found at: <https://circlesolutions.com.au/privacy-policy/>

#### **Collection of Personal Information on Entry and Joining our Club;**

#### **Your details will be recorded when signing into our Venue through our Circle Solutions Terminals.**

It is a requirement by law that anyone wishing to visit our venue must provide **Valid Residential Identification**. Valid means; clearly visible (all aspects) and not expired.

Valid Residential Identification is a Driver's License, Proof of Age Card, Photo Card, Pension Card, Overseas Passport or an Affiliated Club Card.

Personal information that will be collected includes: Full name, Address, Date of birth, Licence Number, Expiry Date of the Identification and/or a photo of your Identification.

On occasion, we can request to photo copy or take a photo of your Identification for the purpose of recording your visit. This may be due to the Circle Solutions Terminal being non-operational or your Service NSW app not scanning. All photos will be emailed to the Club reception email address and any photo copies of Identification will be kept securely for our records.

Should the Circle Solutions terminals be down for any reason, a Manual Temporary Members Register Slip and a photo or photo copy of your Valid Residential Identification will apply.

**Identification used for the purpose of signing up for a membership with the Club** will be scanned through the Circle Solutions terminals on your initial visit when signing up.

On signing up to become a member, please ensure you provide your email address as we may send you marketing information and/or Statutory Club notices in the future. Should you change your preference to receive Club notices you can update us at any time. Please email [reception@kcsb.com.au](mailto:reception@kcsb.com.au) to advise of your intentions.

## **What happens if I do not want my Residential Identification to be scanned on the Circle Solutions Terminals?**

A manual (hand written) Temporary Members Register Slip, can be filled in and a photo copy of your Valid Residential Identification will suffice should you not wish for your Personal Information to be stored on the Circle Solutions Terminals or in our Emails. A manual Temporary Members Register Slip and “sighting” only of your Identification will not be permitted. A copy of your Identification is required.

### **Additional:**

We will also collect personal details should you wish to utilise our facilities and if you choose to participate in promotions.

**Contractors** are required to produce Valid Residential Identification, Contact Details and Company Name on signing into the Venue.

## **Use and Disclosure of Personal Information**

The Club will not disclose any of your personal information unless required to do so by law or by reason of public health and safety or threat to life.

Kemps Creek Sporting and Bowling Club may collect personal information in order to comply with obligations under the AML/CTF Act.

## **CCTV and Surveillance**

Kemps Creek Sporting and Bowling Club has surveillance throughout the Club.

This footage may be used to identify any illegal activities or undesirable incidents that occur on the premises. We do not disclose any surveillance footage unless required to do so by law.

Where access to this information may interfere with the privacy of others, you will be notified in writing as to any reason of refusal.

**If you have any questions or concerns about how your personal information is collected, recorded or used please contact us in writing at [reception@kcsb.com.au](mailto:reception@kcsb.com.au)**

**Circle Solutions Privacy Officer**

**Email: [adrienne@circlesolutions.com.au](mailto:adrienne@circlesolutions.com.au)**

**Telephone: 02 4342 9717**

**We can assure you that your personal information is stored in a controlled environment with appropriate security measures in place.**

Thank you,

Kemps Creek Sporting and Bowling Club