



## Batemans Bay Soldiers Club LTD Privacy Policy

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### Australian Privacy Principles

Batemans Bay Soldiers Club LTD (BBSC and we and us) values and respects the privacy of individuals.

We intend to comply with the National Privacy Principles contained in the Privacy Act 1988 whenever we collect personal information (as defined by the Act) from you.

#### Our Privacy Policy

In accordance with the National Privacy Principles:

1. We will only collect personal information from you with your knowledge and consent.
2. We will only use personal information provided by you for the purposes for which it was collected.
  - 2.1. Where we collect personal information in order to process a payment through our banking system we will disclose personal information to:
    - 2.1.1. banks or other financial institutions involved in the transaction in order to complete:
      - 2.1.1.1. a payment being made by you to us; or
      - 2.1.1.2. a refund being made to you by us; and
    - 2.2. Where we collect personal information for other purposes we will disclose that purpose either at the time your personal information is collected or as soon as practicable afterwards.
3. We will not disclose your personal information to a third party except as described in 2. above without your consent.
4. We will not disclose your personal information to other institutions and authorities except as described in 2 and 3 above unless required to do so by law or other regulation.
5. We will remove personal information from our records when it is no longer required (except when archiving is required or it is otherwise required by law or regulation to be retained by us and then it will only be retained for as long as we are required to retain it).
6. We will use our best endeavours to protect the personal information that we have under our control from unauthorised access and improper use.
7. We will use our best endeavours to ensure that personal information we collect, use or disclose is as accurate, complete and as up to date as possible. You can assist us in this endeavour by maintaining the accuracy and currency of your information where the means to do so exists such as by using the BBSC Website to update your personal information.
8. You may access your information by request to us at the address disclosed on our BBSC website at the time you make your request.
9. We will correct information held by us if you tell us that personal information we hold is incorrect and you provide us with the correct information.
10. We will not knowingly hold personal information outside of Australia.
11. We will not disclose or provide personal information to entities outside of Australia.

If you feel we have breached our Privacy Policy you should contact the BBSC at the address provided on the BBSC Website.

Disputes will in the first place be dealt with by applying the BBSC's dispute resolution processes.