



# **SMITHFIELD ATHLETICS INC.**

## **PRIVACY POLICY**

The Smithfield Athletics Privacy Policy outlines the type of personal information that the club needs to collect. This includes how we collect, use and store that information.

### **Collection of your personal information.**

Smithfield Athletics collects personal information from you to provide it to LANSW for registration purposes. LANSW has their own Privacy Policy to cover what they use the information for. The Club uses the information provided them to communicate any information regarding to the happenings within our club or within LANSW with our members.

The information we collect is done during the registration process of your child/children for each new Little Athletics season.

No further information will be requested by Smithfield Athletics unless it is necessary. Members will be advised of the reason for collecting any extra information, if requested.

### **Use of your personal information.**

Your personal information may be used in order to provide any services that you require or request. By providing the club your information allows us to inform you of any additional services/opportunities that may be available to you as a result of your child's membership.

### **PHOTOGRAPHS**

Photographs may be taken by Smithfield Athletics or other members of the club of your child or yourself at a Club or LANSW event/function. They may be utilised for the purpose whatsoever, including (but not by way of limitation) illustration, promotion, advertising etc. Such photographs will only be used for club medium and may be labelled with the name of the person/s in the photograph and the event at which the photograph was taken.

### **Disclosure of your personal information.**

Smithfield Athletics treats all information that we hold about our members as confidential. We do however on occasions disclose aspects of your personal information to other members of the club for reasons such as:

- To inform you about services and information that may be of benefit to you and your family.

### **Accuracy of your personal information.**

Smithfield Athletics takes all reasonable precautions to ensure that the information we collect, use and disclose is accurate, complete and up-to-date. However, the accuracy of any information depends to a large extent on the information you provide. We therefore recommend that you advise the club and LANSW if any of your personal information changes.

### **Storage of your personal information.**

Smithfield Athletics protects any information that we hold about you from misuse and loss by restricting access to your personal information to those members of the committee who need it, either to process information or to provide you with the services that you have requested. Your personal information may be stored in hardcopy documents or as electronic data on a PC or USB. The club will endeavour to keep all information in secure environments.

### **Access to your personal information.**

You have the right to access your personal information. If you would like to do so, please advise the Secretary that you would like to do so in the form of a written request.