



GEELONG FOOTBALL UMPIRES' LEAGUE INC.

PRIVACY POLICY

VERSION 1

Adopted by the Board on

21 September 2010

CONTENTS	PAGE
PRIVACY POLICY	4
1. How does GFUL collect personal information?	5
2. What personal information does GFUL collect?	5
3. How is Personal Information used?	5
4. Will Personal Information be Given to Anyone Else?	5
5. Access and Correction	6
6. Is personal information stored safely?	7
7. Non-customer information	7
8. Online Privacy Issues	7
9. Contacting GFUL	8
10. Changes to this Privacy Policy.	8

REVIEW HISTORY OF GEELONG FOOTBALL UMPIRES' LEAGUE PRIVACY POLICY

Version	Date reviewed	Date endorsed	Content reviewed/purpose
<i>One</i>	<i>Created September 2010</i>	<i>21 September 2010</i>	

PRIVACY POLICY

Geelong Football Umpires League Incorporated (GFUL) respects privacy and is committed to complying with the National Privacy Principles (NPPs).

The NPPs are contained in the *Privacy Act 1988* (the Privacy Act) and govern how organisations handle personal information.

GFUL's Privacy Policy is divided into the following sections:

1. HOW DOES GFUL COLLECT PERSONAL INFORMATION?

2 WHAT PERSONAL INFORMATION DOES GFUL COLLECT?

3. HOW IS PERSONAL INFORMATION USED?

4. WILL PERSONAL INFORMATION BE GIVEN TO ANYONE ELSE?

5. ACCESS AND CORRECTION

6. IS PERSONAL INFORMATION HELD SAFELY?

7. BUSINESS CONTACT PERSONAL INFORMATION

8. ONLINE PRIVACY ISSUES

9. CONTACTING GFUL

10. CHANGES TO THIS PRIVACY POLICY

1. How does GFUL collect personal information?

GFUL is a non-profit professional association which represents Australian Football Umpires in the City of Greater Geelong, Borough of Queenscliff, Colac-Otway Shire, Golden Plains Shire and City of Wyndham..

GFUL collects personal information from its new and existing members through application forms and subscription renewal forms.

This Privacy Policy focuses on how we handle the personal information about our members. GFUL also may handle information about people who do not fall within these categories – these people are our “business contacts” (eg our suppliers). How we handle the personal information of our business contacts is discussed at 7 below.

2. What personal information does GFUL collect?

When you join GFUL, or when you renew your membership, we will ask you to provide your personal contact details.

As explained at 3 below, the reason we collect this information is so that we can manage our relationship with you and communicate with you effectively.

However, we don't collect information we don't need. For example, we don't collect sensitive information because we don't need it.

3. How is Personal Information used?

The personal information collected from you by GFUL is used to provide you with our services. This will include use of personal information for establishing and maintaining your membership record.

As a non-profit body, GFUL needs to enter into sponsorship arrangements with third parties from time to time. GFUL's main objective in doing so is to keep membership fees at a low level. This will sometimes mean that the GFUL uses personal information about you to provide you with information about products, services and promotions offered by our sponsors.

If at any time you do not wish to be notified about the products, services or promotions offered by our sponsors, please let us know. The GFUL's contact details are at 9 below.

4. Will Personal Information be Given to Anyone Else?

In the circumstances described below, personal information may be disclosed outside GFUL.

(a) Victorian Country Football League (VCFL)

Personal information collected by GFUL is disclosed to the VCFL in order to register members in accordance with the VCFL Affiliation Agreement.

The VCFL Privacy Policy can be found at www.vcfl.com.au .

(b) Outsourcing

Personal information collected by GFUL may be disclosed to third parties to whom GFUL contracts out specialised functions (including mailing houses, printing companies and conference organisers).

For example, when GFUL enters into a sponsorship arrangement, GFUL does not disclose personal information to the sponsor. Instead, GFUL will usually enter into a contractual arrangement with a secure mailing house, and it will be that third party's contractual obligation to mail out information about the relevant products, services or promotions offered by that sponsor.

If GFUL does disclose personal information to third party contractors under outsourcing or contracting arrangements, GFUL will take steps to ensure that those contractors:

- comply with the NPPs when they handle your personal information (regardless of whether they are a small business, and would otherwise be exempt from the new privacy laws); and
- are authorised only to use personal information in order to provide the services or to perform the functions required by GFUL.

(c) Disclosures required by law

The only other time GFUL would make disclosures of personal information is if it is required to do so by law, or if the disclosure is permitted under the Privacy Act.

GFUL does not sell, rent or trade personal information to or with third parties.

5. Access and Correction

Under the Privacy Act, you have a right to seek access to information which GFUL holds about you (although there are some exceptions to this). You also have the right to ask us to correct information about you which is inaccurate, incomplete or out of date.

If you wish to exercise your right under the Privacy Act to seek access to the personal information that GFUL holds about you, we ask that you contact GFUL's Privacy Officer (details at 9 below), who will explain how GFUL will handle your access request.

We will assume (unless you tell us otherwise) that your request relates to our current records about you. These current records will include personal information about you which is included in our databases and in paper files, and which may be used by GFUL on a day to day basis. To provide you with access to "current" personal information, GFUL would ordinarily provide you with a print-out of the relevant personal information from our databases, or with photocopies of records which are held only on paper files. If personal information about you (for example, your name & address details) is duplicated across different databases, we will generally provide you with one printout of this information, rather than multiple printouts. Ordinarily, GFUL will not charge you for the cost of providing this type of access to these records.

For legal and administrative reasons, GFUL may also store records containing personal information in its archives. In some circumstances, you may seek access to the records

held by GFUL which are not current records, but if you do so, we may charge you for the cost of providing access. If personal information was collected before 1 January 2007, GFUL will only provide you with access if we use and disclose that information after 1 January 2007, and if providing access would not cause us an unreasonable administrative burden or unreasonable expense (in accordance with section 16C of the Privacy Act).

If you are of the view that personal information about you is not accurate, complete or up to date, please provide GFUL's Privacy Officer with your request for correction (contact details are set out at 9 below). GFUL's policy is to consider any requests for correction in a timely way.

6. Is personal information stored safely?

GFUL takes steps to ensure the security of personal information held by it from such risks as loss or unauthorised access, destruction, use, modification or disclosure. GFUL only permits your details to be accessed by authorised personnel, and it is a condition of employment that GFUL's employees maintain the confidentiality of personal information.

7. Non-customer information

Sometimes, GFUL needs to collect personal information about individuals who are not members. This will usually arise where we collect the name and business contact details of a person who is the contact for one of our suppliers. GFUL's policy is to only use personal information collected from non-customers for the business purpose for which it was collected.

8. Online Privacy Issues

GFUL will apply this policy to all personal information it handles, whether collected online or otherwise. To the extent that this Privacy Policy applies to online privacy issues, it is to be read as forming part of the terms of use for our website. This clause 8 is intended to provide more information about privacy for the users of our website.

(a) Online collection of personal and non-personal information

As outlined at point 1 of this Privacy Policy, we collect personal information through our website.

Our website also collects other information which may or may not be personal information. For each visitor to our website, our server automatically recognises and stores your "address" (eg your domain name or Internet protocol address), the type of your Internet browser, the address of the site which "referred" you to our website and clickstream data.

In addition, our website uses cookies to track usage of our web site. Most web browsers are set by default to accept cookies. However, if you do not wish to receive any cookies you may set your browser to either prompt or refuse cookies. Please note that rejecting cookies may mean that not all the functions on the website are available to you. We use cookies for tracking the statistics of our website. This allows us to better understand our users and improve the layout and functionality of our website.

This tracking is conducted in such a way to ensure the anonymity of visitors – in this context the cookie may identify your computer – but it should not identify you.

(b) Links to other websites

Sometimes our website contains links to third party websites, for your convenience and information. When you access a non-GFUL website, please understand that GFUL is not responsible for the privacy practices of that site. We suggest that you review the privacy policies of each site you visit.

9. Contacting GFUL

If you have any questions or comments about this Privacy Policy, or if you wish to complain about how we have handled personal information about you, please contact GFUL's Privacy Officer:

- by telephone: 03 5229 8599 or
- by facsimile: 03 5221 8053; or
- by e-mail: genmanager@gful.com.au; or
- by letter: Geelong Football Umpires League Inc, PO Box 1607, GEELONG, 3220

10. Changes to this Privacy Policy.

This Privacy Policy may change from time to time.