



PRIVACY POLICY

Introduction

To help individuals better understand the personal information we gather and the practices we employ Edithvale Lifesaving Club Incorporated has developed a privacy policy that covers the following areas:

- Information collected;
- Use & disclosure of information;
- Accessing & updating information;
- Security
- Contact details

Edithvale Lifesaving Club Inc. is committed to protecting the privacy of your personal information. This Privacy Policy sets out our personal information management practices.

Throughout this privacy policy, we refer to your 'personal information', which means information that is recorded in any form, about an individual. Your home address and home telephone number are examples of personal information.

Information Collected

We only collect personal information that is necessary for our functions & activities.

Use & Disclosure of Information

We will use or disclose personal information which we collect;

- In accordance with this Privacy Policy;
- Where you have consented to the use or disclosure;
- For the main purpose(s) for which we collected it, or for related purposes which you would reasonably expect, which may include:
 - (a) Subject to the *Information Privacy Act 2000 (Vic)*, to provide you with information relating to Edithvale Lifesaving Club, or details about our services that may be of interest to you, unless you have previously advised us that you do not wish to be contacted for these purposes;
 - (b) Purposes related to Edithvale Lifesaving Club's and Lifesaving Victoria's research, planning, service development, security, testing & risk management;

Accessing & updating information.

If an individual wishes to request access to or to correct any personal information we hold about them, they may contact us using the 'contact details' set out below.

Security

We always take all steps possible to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

This protection applies in relation to information stored in both electronic and hard copy form.

Contact details

If you have any questions or feedback about privacy, or wish to make a complaint about the way in which we have handled your personal information, you can contact the Privacy Officer as set out below;

The Secretary
Edithvale Lifesaving Club
PO Box 2034
Edithvale 3196
Phone: 9772 3968

If you are dissatisfied with the manner in which we have handled your enquiry you can contact the Victorian Privacy Commissioner.

Victorian Privacy Commissioner
Level 11, 10-16 Queen St.
Melbourne 3000

Telephone; 8619 8719
1300 666 444