

**YOWANI COUNTRY CLUB LIMITED**  
**455 Northbourne Avenue Lyneham ACT 2602**

**PRIVACY POLICY**

Yowani Country Club Limited is subject to the provisions of the Privacy Act 1988. The Act contains 10 National Privacy Principles which determines how we collect and manage personal information. The Club respects your privacy and is committed to safeguarding the personal information that members, visitors, contractors and staff provide to us.

We collect personal information about you if you apply to become a member or become a member, when you use the Club's facilities and services, use the Club's web site, ask to be included on a mailing list or you submit the information to us for any other reason, including the provision of goods or services to the Club. This information will generally not be disclosed to any individual or organisation unless;

- We are required to do so by law
- If we reasonably believe that there is a threat to an individual's life, health or safety, or public health or safety
- If the Club has reason to suspect that unlawful activity has been, is being or may be engaged in, personal information may be disclosed as a necessary part of any investigation and reporting to relevant persons or authorities.
- We have your expressed permission to do so

Generally we will only use personal information to;

- Help provide the Club's facilities and services to members and visitors
- Process a membership application or maintain details of a person's membership with the Club in accordance with the Club's Constitution
- Direct market to members to assist in developing and improving the products and services that the Club provides and advise members of new developments which we believe may be of interest
- Inform members about Club competitions or promotions or to notify a person if they have won a prize
- Fulfil our contractual duties and to enforce our contractor's obligations to the Club
- Assist third parties who are under contract to the Club to provide their products and services. For example, if you are a golfing member, the personal information you provide is required by GOLFLink to manage your golf handicap. It will also be required by the Club's insurers if an individual makes a claim under the Club's insurance policies such as the Australian Golf Union Personal Insurance Plan. These arrangements require the third party to safeguard security and confidentiality of personal information.

Personal information may be used for demographic data for aggregate use by the Club, our business partners, or our advertisers. This information is not linked to any information that can identify you.

If you do not provide the personal information we require, it may not be possible to provide you with facilities or services, nor do business with you.

Members are taken to consent to direct marketing. If you do not wish to receive information about services and promotions, the Club will remove your name from the mailing lists upon request.

The Club will take all reasonable steps to ensure; that security safeguards are in place and to protect personal information held from misuse, and loss from unauthorised access, modification or disclosure, and, that personal information is destroyed or de-identified if it is no longer required.

All persons who enter the Club premises are taken to consent to: (a) being recorded on video; and (b) the Club using the video to protect its interests.

This Club's website contains links to other websites. We are not responsible for the privacy principles of other entities. If portions of this website are used for the purpose of chat rooms, forums, message boards or similar communications, your personal or sensitive information may be made public. Exercise caution in deciding to make information available.

You can access and correct the personal information that the Club holds about you by contacting the Privacy Officer. The Club will provide you with access unless we are legally authorised to refuse your request. The Club will generally not charge a fee to access your personal information.

For further inquiries, contact the Privacy Officer on 6241 3377 during normal business hours or by email: [club@yowani.com.au](mailto:club@yowani.com.au)

### **Membership Form – Golf/Bowls**

The personal information provided by you on this form will be used to process your membership application. Failure to provide all of the information requested may result in your application being rejected. You have a right to access and correct any personal information that you have provided to the Club.

The Club does not usually disclose your personal information to any other organisation or person unless there is a legal requirement to do so. Your personal information may be used by the Club for direct marketing purposes to improve our services and to provide you with the latest information about these services. If you do not wish to receive information about services and promotions, the Club will remove your name from the mailing lists upon request. The Club may also disclose your information to third parties that provide services under contract to the Club. These contracts require the third party to keep your personal information confidential and secure.

For further information about how we handle your personal information, or to obtain access to that information, or to remove your name from the mailing lists, please contact our Privacy Officer on 6241 3377 during normal business hours. Our detailed Privacy Policy is also available at [www.yowani.com.au](http://www.yowani.com.au)

### **Membership Form – Social**

The personal information provided by you on this form will be used to process your membership application. Failure to provide all of the information requested may result in your application being rejected. You have a right to access and correct any personal information that you have provided to the Club.

The Club does not usually disclose your personal information to any other organisation or person unless there is a legal requirement to do so. Your personal information may be used by the Club for direct marketing purposes to improve our services and to provide you with the latest information about these services. If you do not wish to receive information about services and promotions, the Club will remove your name from the mailing lists upon request.

For further information about how we handle your personal information, or to obtain access to that information, or to remove your name from the mailing lists, please contact our Privacy Officer on 6241 3377 during normal business hours. Our detailed Privacy Policy is also available at [www.yowani.com.au](http://www.yowani.com.au)

## **Membership Form – Guests Registration Form**

The personal information provided by you on this form is collected for the purpose of identifying which room a person is staying in and for processing payments for the services which have been provided during your stay. If you do not provide all of the information requested it may not be possible to provide you with our services or facilities. You have a right to access and correct any personal information that you have provided to the Club.

The Club does not usually disclose your personal information to any other organisation or person unless there is a legal requirement to do so. Your personal information may be used by the Club for direct marketing purposes to improve our services and to provide you with the latest information about these services. If you do not wish to receive information about services and promotions, the Club will remove your name from the mailing lists upon request.

For further information about how we handle your personal information, or to obtain access to that information, or to remove your name from the mailing lists, please contact our Privacy Officer on 6241 3377 during normal business hours. Our detailed Privacy Policy is also available at [www.yowani.com.au](http://www.yowani.com.au)

### **Contract**

In long form:

Privacy Act

For the purposes of this clause, terms used herein have the same meaning as corresponding terms in the Privacy Act (1988).

This clause applies where personal information has been provided under this agreement [or is provided under any further contract or transaction between the parties].

Subject to the next clause, the parties agree and the trader consents to the use of personal information for any purpose directly or indirectly related to the agreement; to keep the trader informed of the Club's goods, services, facilities or those of its subsidiary, holding or related entities or business partners, the use by related Clubs or business partners to send the trader marketing information; to provide to third party service providers or others (whether in Australia or overseas) to help provide a product or service the trader has requested or meet obligations under this agreement; to be provided to the Club's advisers (eg lawyers and accountants) if necessary; as permitted by the National Privacy Principles; to be stored or transferred to a subsidiary, parent or related entity (whether in Australia or overseas).

The trader may elect to not have personal information used for the purposes of receiving any marketing information by providing notice in accordance with this agreement.

The trader may have access to personal information provided by him or her to the Club.

The Club may require some information from you under Australian law, eg GST legislation.

The terms of the Privacy Act are not incorporated into this agreement and failure to comply with the Privacy Act shall not be a breach of this agreement. The consents referred to above apply notwithstanding.

In short form:

The trader acknowledges that the Club's policy and disclosure statement under the Privacy Act have been read and understood or an adequate opportunity has been offered to the trader to do so and agrees that consents and authorisations referred to under that policy are hereby provided.

Privacy Statement: Personal information will be used for any purpose directly or indirectly related to this transaction including enforcement, for direct marketing by this Club, its business partners or related entities, and any other purpose permitted by the Privacy Act. The provider of information may access his or her personal information and consents to direct marketing (but may opt out by contacting the Club) and transmission of information overseas if the company considers that necessary. Personal information may be required under Australian law (eg GST legislation) and failure to provide it may result in refusal by the Club to deal or complete transactions. More complete details of the Club's policy are contained on [www.yowani.com.au](http://www.yowani.com.au) or available on request.