



PRIVACY POLICY

The Galston Club is committed to ensuring the privacy of the personal information you have provided to us. We believe that respect for your privacy forms part of the ongoing trust we wish to develop with you. The following statement sets out our general policy for the protection of your privacy.

We are bound by the National Privacy Principles, which form part of the Privacy Act 1988 (Commonwealth). At your request we will provide you with additional information about the way our organisation manages the personal information it holds.

The system records the following information from your ID:

- Name
- Address
- Date of Birth
- Signature Image
- Photograph

The club does not usually disclose your personal information to any other organisation or person unless there is a legal requirement to do so. The club may 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.

From time to time through your dealings with the club depending on the product or service you have acquired we may hold specific information about you. If you want more detailed information on this matter then please ask our privacy officer or contact us.

We hold personal information for the purposes of sending you correspondence relevant to club activities, internal auditing and administration, to protect us against fraud, to assist us in identifying other

Hills District Memorial Club Limited

ABN: 66 000 908 476

21 - 25 Arcadia Road, Galston 2159.

P.O. Box 117, Galston NSW 2159.

Ph (02) 9653 2017. Fax: (02) 9653 1832.

Web: www.galstonclub.com.au



products and services that might be of interest to you and for promotional purposes such as from having your membership card inserted into the gaming machine promotional system.

However, you have the option not to receive this information. Please note that for the purpose of the Privacy Act the Club's newsletter is considered to be information for Members of the club and not a direct marketing tool.

You have a right to access the personal information we store about you. If you find that the information we hold about you is inaccurate or out-of-date then we will correct it. If you wish to access your information then we ask you to contact us (see above). We will have to verify your identity before meeting your requests, which we will process in a reasonable time.

If you think that your privacy has been interfered with due to a breach of our obligations in relation to your privacy, then you can complain directly to our Privacy Officer or contact us. If you are not satisfied with our response, we will advise you on your options for further proceeding with your complaint.

Confidentiality

A fundamental condition of employment is that employees do not disclose information about a member or their guests, nor discuss their personal life. In conversations with members and their guests, always remain professional by being courteous and respectful. Our main priority is to satisfy each member and their guests.

Hills District Memorial Club Limited

ABN: 66 000 908 476

21 - 25 Arcadia Road, Galston 2159.

P.O. Box 117, Galston NSW 2159.

Ph (02) 9653 2017. Fax: (02) 9653 1832.

Web: www.galstonclub.com.au