



<b>Document No.</b> PD-005	<b>Adopted/Last Reviewed:</b> 10/06/2025
<b>Name of Document:</b> Privacy Policy	<b>To be Reviewed:</b> Annually

## 1. Purpose

To ensure that all Club personnel, including Committee members, and members who are responsible for handling personal and/or health information do so in a manner that protects every individual's right to privacy.

## 2. Policy

The Geelong Cross Country Club (the Club) is fully committed to protecting everyone's right to privacy. Club personnel in collecting information must comply with all aspects of the Victorian Information Privacy Act 2000 and the Health Records Act 2001.

It is the Club Committee's responsibility to ensure that relevant Club personnel are familiar with their obligations under the Acts and that both personal and health information is handled in accordance with the law.

In particular:

- The Club will only collect personal and/or health information that is required for its activities.
- Information will only be used for the purpose for which it was collected.
- If information is required for other purposes other than those for which it was collected, agreement will be sought beforehand.
- Information will only be accessed by the Club Secretary and any other person(s) nominated by the Secretary only as required.
- Information will be securely stored.
- Information will be destroyed if it is no longer needed for any purposes.

## 3. Use of website

- a. When users visit the Club's website [www.gccc.au](http://www.gccc.au), the Club's systems may record certain information about their use of the site, including the web pages visited and the time and date of their visit. The Club uses this information to help analyse and improve the performance of the website.
- b. In addition, the Club may use "cookies" on the Club's website. Cookies are small text files that help a website remember users' preferences and improve their experience when using the website. In some cases, the cookies used may collect some personal information. The Club will treat this information in the same way as other personal information collected as



set out in this policy. Users are free to disable cookies on their internet browser to prevent this information from being collected; however, they may lose the benefit of the enhanced website experience that cookies offer.

- c. Websites linked to the Club's website are not subject to the Club's Privacy Policy. The Club cannot take any responsibility for the collection, use, disclosure or security of any personal information that an individual provides to a third-party website.

## 4. Collection and Consent

- a. The declaration and waiver on the Club's membership registration form and invitational runner form outlines how information, including images and results, may be used.
- b. The information collected will only be used for the stated purposes.
- c. If there is a request for member data to be used for an alternative reason, permission will be sought beforehand.
- d. Where consent is not given to use the information, this will be noted in the member's details in the membership database to avoid error.

## 5. Storage and Access to Information

- a. Information will be securely stored (e.g. password protected database and computer, lockable cabinet or storage tub).
- b. Access to and handling of personal and/or health information will be limited to Club personnel only as required for carrying out the Club's activities.
- c. When information is not required for any purpose, it will be promptly destroyed.
- d. The Club will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up to date. However, the Club relies on the accuracy of personal information as provided to the Club both directly and indirectly. The Club encourages individuals to regularly update their personal information.
- e. Individuals may request access to their personal information held by the Club by making a request via the contact details set out below. The Club will respond to their request for access within 14 days and endeavour to provide the requested information within 30 days. If the individual finds that the personal information the Club holds about them is inaccurate, incomplete or out of date, they should contact the Club immediately and have it corrected.

## 6. Resolving Privacy Issues and Complaints

- a. Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to personal information may be made in writing to the Club Secretary via the contact details set out below.
- b. In order to maintain the confidentiality of personal information, the Club may ask an individual to show identification before giving access.



- c. The Club will respond to the request, issue or complaint within 14 days and endeavour to resolve it within 30 days. If the Club is unable to resolve the complaint within this time, or the individual is unhappy with the outcome, they can contact the Office of Australian Information Commissioner via its enquiries line 1300 363 992 or website <http://www.oaic.gov.au/> to lodge a complaint.
- f. For further information on the Club's management of personal information, please contact the Club Secretary via the contact details set out below.

## 7. Working With Children and Police Check Reports

- a. This information can contain sensitive information and will only be handled by the Club Secretary and any other person(s) nominated by the Secretary as required.
- b. Information provided in these reports is strictly confidential and will only be brought to the attention of the Committee when the report content requires action.

## 8. Club contact details

Geelong Cross Country Club  
The Secretary  
PO Box 6045  
Geelong West, 3218, Victoria, Australia  
Email: [info@gccc.au](mailto:info@gccc.au)