



SUNSHINE COAST JAZZ CLUB

PRIVACY POLICY

Policy Statement

Personal information collected by the Sunshine Coast Jazz Club Inc (also referred to as SCJC Inc) is for the primary purpose of membership requirements. Personal Information will not be used or released for any form of commercial gain and will be maintained in a secure location, as per the requirements of the Privacy Act.

1. The Sunshine Coast Jazz Club Inc (SCJC Inc) is an Incorporated Association, for the enjoyment of live jazz music, governed by a Management Committee, comprising a President, Vice President, Secretary, Treasurer, Radio Media Manager, Media and PR Manager and Bookings and Front of House Manager

2. **Collecting Your Personal Information**

The SCJC Inc understands that members may have concerns about their privacy, confidentiality and security of information the SCJC Inc may collect from them. The SCJC Inc policy is to protect member's privacy and personal information. The SCJC Inc has undertaken to comply with the requirements of the Queensland Government Privacy Act, 1981 and the Australian Privacy Principles (APP), as outlined by the Office of the Australian Information Commissioner. Personal information is collected by the SCJC Inc for the primary purpose of membership requirements. The SCJC Inc collects details including name, address, telephone number/s, email address, allocated membership number, date joined the SCJC Inc and the years of financial membership. A hard copy file containing the members application details is retained in a secure location, in accordance with the Act and for a further seven (7) years in accordance with current Federal and State legislation, governing retention and destruction of documents

3. **How does the SCJC Inc Secure Your Personal Information?**

To prevent any unauthorised access to your personal information, the SCJC Inc utilises computer and network security, password protection processes, anti spy ware and firewalls. Only authorised staff ie President, Secretary and Media and PR Manager (for the purpose of sending out updates and reminders for our upcoming shows) have access to the computer file 'Register of Members'. This requirement by

the SCJC Inc is itemised in the Constitution of the SCJC Inc, ratified at the Annual General Meeting of the SCJC Inc on Sunday 15 April, 2018. Hard copies are kept in a secure place.

4. To Whom do SCJC Inc disclose Personal Information?

A member's personal information will only be disclosed or used by SCJC Inc as allowed by the Qld Privacy Act 1981

5. What if you wish to access your Personal Information?

Members may, upon written request, access their personal information that the SCJC Inc has obtained from their membership application form. As far as possible, SCJC Inc will let you access your personal information, unless SCJC Inc is not in a position to do so eg where it's unlawful to do so. If the SCJC Inc denies you access, we will advise you in writing.

6. What if you wish to change some of your Personal Information?

SCJC Inc tries to ensure that your personal information held is accurate, up to date and complete. Where you believe that your personal information held is not accurate ie change of address, email, phone number, please advise a member of the Management Committee and every effort will be made to update/ correct your information.

7. What if you want to lodge a dispute?

For any purpose associated with privacy matters, including lodging a complaint, the SCJC Inc can be contacted in writing at the postal address PO Box 1428, Caloundra Qld 4551. Your letter of complaint will be directed to the Officer appointed by the Management Committee to deal with your complaint. An acknowledgement letter will be forwarded to you and response within 10 - 14 working days

Our website sunshinecoastjazzclubinc.net.au (the 'Service')

SCJC Inc is also required to inform you of our policies regarding the collection, use and disclosure of Personal Information when you use our 'service'

- SCJC Inc may use your Personal Information for providing and improving the 'Service'. By using the 'Service', you agree to the collection and use of information in accordance with this policy. The security of your personal information is of paramount importance and SCJC Inc will strive to do everything possible to protect it.
- cookies – we do not use 'cookies' to collect information, however services provided by third parties such as Google or Youtube may. Our 'Service' may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to their website, where SCJC Inc has no control over and assume no responsibility for the content, privacy policies and practices.
- whilst the SCJC Inc make every effort to protect people's privacy, during our shows, our Media and PR Manager takes video of our performers and may inadvertently include those on the dance floor. Also photos are taken of our raffle winners. Should anyone not want to appear in a video or photo, please do not hesitate to advise any of our Management Committee members, who will pass the request on.

SCJC Inc may update our Privacy Policy as required. SCJC Inc will notify you of any changes by posting the new Privacy Policy on this page.