

## Tasmanian Squash Academy, Eastside Squash Privacy Statement

The Tasmanian Squash Academy, Eastside Squash ("we" or "us" or "our") respects your privacy and we are committed to the protection of personal information.

### Collection

We collect personal information so that we can provide you with our services and products and to manage our activities. We only collect information that is relevant and where necessary.

The type of information we collect will depend on the reason for its collection. If you are interested in our services and products, the type of information we collect will include financial details.

We collect information about you in a number of ways including:

- Directly from you;
- From organisations which we might be working together with when providing products and services;
- From your representatives including guardians, trustees, executors and attorneys;
- From publicly available sources of information;
- When legally required to do so

Where reasonable and practicable, we collect information from you rather than a third party. In an emergency we may collect information from a family member, friend, carer or other person.

When collecting information, we collect in a way that is lawful, fair and not intrusive.

We do not collect sensitive information about you without your consent.

### Use and Disclosure

Except as provided for in the case of our Direct Debit Service Provider, personal information we have collected for a particular purpose will not be

used for any other purpose, unless the purpose is related to the main purpose for which we collect the information and you would reasonably expect

us to use or disclose the information for that purpose.

Personal information which we collect may be used by us:

- To identify you;
- In providing services and products to you and the administration and management of those services and products;
- To provide you with information about our services and products;
- To develop and improve our services to you;
- For fundraising purposes;
- In gathering data and disclosing data to third parties such as:
- To register you with Squash Tasmania;
- For the use of our direct debit service provider;
- For sharing contact details with other members;
- As necessary from time to time for our organisations functions.

If you provide us with personally identifiable information, you will receive from time to time, telephone calls, emails or letters containing information about us

We do not provide any personal information to any third parties other than that required by law or as set out in this Privacy Statement.

### Security

All reasonable steps are taken to ensure that all information is treated confidentially, kept secure and protected against unauthorised use, modification or disclosure and is maintained only for the purpose for which it is intended

### Anonymity

Where possible, we give you the opportunity to deal with us anonymously. We may not however be able to provide you with our full range of services and products if you do not provide us with personal information.

### Access

All reasonable steps are taken to correct the information we hold where the information is not accurate, up to date and complete.

You have the right to access your personal information to ensure that it is accurate, relevant, up to date and complete. If you believe that any of your

personal information is incorrect, please let us know

### Cookies

Cookies that are used in any part of our website will not be utilised for collecting personally identifiable information and will only be used for internal management purposes

### Links

Our website from time to time will contain links to the websites of other organisations which may be of interest to you. If you access linked sites, you do so at your own risk. Our privacy does not cover any linked sites.

### Contact Us

If any personal information you submit changes, please update that information by contacting us

### Changes

We may from time to time make changes to this privacy statement. You can contact us to obtain a copy of our Privacy Statement. Requests for information about our Privacy Statement are available by emailing [Eastside@SquashPro.com.au](mailto:Eastside@SquashPro.com.au) or by asking us.