



KSTP Privacy Policy

POLICY NAME: KSTP Privacy Policy
DATE OF ISSUE: January 2016
DATE OF REVIEW: January 2017
CONTROLLING BODY: KSTP Management

Statement of Commitment	Kachan School of Tumbling is committed to providing the highest levels of membership service. This includes protecting member's privacy.
Policy Coverage	All personal information gathered by, or on behalf of, KSTP for the purpose of managing membership, education, events and merchandise.
Application of Policy	This Policy applies to all members of KSTP; employees, officers, administrators, volunteers, coaches, judges, athletes and officials.
Roles and Responsibilities	The requirements and responsibilities of KSTP in application of the Privacy Policy are as outlined:
KSTP Collect Personal Information in the Following Ways:	<ul style="list-style-type: none"> • You register to become a member; • You enter a KSTP event or participation program; • You participate in a course at or with KSTP; • You purchase KSTP merchandise; • You provide information to one of our staff; • You participate in one of our surveys.
Personal Information is used for the Following Purpose:	<ul style="list-style-type: none"> • Provide the services you require; • Internal accounting and administration; • Regulatory reporting and compliance; & • Help us to identify and inform you about other products or services that may be of benefit to you. <p>If we send you any information about services or products you do not require, or you do not want us to disclose personal information to any other organisation, you can advise us accordingly by writing to management.</p> <p>If you do not advise us otherwise, you confirm agreement on your own behalf and/or on behalf of others you represent.</p> <p>If you choose not to provide personal information, we may not be able to provide you with the services you require, or the level of service on which we pride ourselves.</p>
KSTP are required to disclose personal information	The organisations to which we disclose information may be outsourced service providers who manage the services we provide to you, including:

	<ul style="list-style-type: none"> • Insurers • Sport Education Section (ASC) • Our professional advisors, including our accountants, auditors and lawyers. • Government and regulatory authorities and other organisations, as required or authorised by law. <p>We limit the use and disclosure of any personal information provided by us to such organisations for the specific purpose for which we supplied it.</p> <p>When you provide us with personal information about other individuals, we rely on you to have made them aware that you will or may provide their information to us, the purposes we use it for, the types of third parties we disclose it to and how they can access it.</p>
Storage and Security of Personal Information	KSTP stores personal information on a computer database. Your personal information may be held in both paper file and computer file form. We have implemented measure of a reasonable nature to ensure that all personal information about you is securely stored from misuse, loss and unauthorized handling.
Accuracy of Personal Information	We take reasonable steps to ensure that whenever we collect, use or disclose personal information that it is accurate, complete and up to date.
Access to Personal Information	You have the right to access your personal information, subject to some exceptions allowed by law. If you would like to do so, you can gain access to your personal information by contacting management or by writing to KSTP. Alternatively, you may also advise us at any time about possible breaches of privacy, inaccurate, or incomplete personal information.
Policy Breaches and Consequences	KSTP undertakes to deal with any complaints of a breach of the Privacy Policy promptly, seriously, sensitively and confidentially. At any stage, it is the prerogative of the complainant to proceed with, or dissolve, a complaint.
Access to Personal Information	You have the right to access your personal information, subject to some exceptions allowed by law. If you would like to do so, you can gain access to your personal information by contacting management or by writing to KSTP. Alternatively, you may also advise us at any time about possible breaches of privacy, inaccurate, or incomplete personal information.
Policy Breaches and Consequences	Procedural Steps: KSTP undertakes to deal with any complaints of a breach of the Privacy Policy promptly, seriously, sensitively and confidentially. At any stage, it is the prerogative of the complainant to proceed with, or dissolve, a complaint.
Confidentiality and Reporting	KSTP Management responsible for implementing this Policy will keep confidential the names and details relating to complaints, unless disclosure is: <ul style="list-style-type: none"> • Necessary as part of the disciplinary or corrective process; or • Required by law.

	<p>KSTP management and administration responsible for implementing this policy will keep confidential the names and details of all members and their payments unless disclosure is necessary for entry to competitions, insurance purposes, by Gymnastics NSW, or as part of the disciplinary or corrective process in the event of a breach of policy.</p>
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