



## Privacy Policy

### Purpose:

The objective of this privacy policy is to ensure that all Staff (including Managers) are aware of their rights and obligations in relation to privacy in the workplace.

### Coverage:

This policy applies to all premises registered to The Yarraville Club Ltd

### Policy

The Yarraville Club is bound by Federal and State privacy legislation, namely the:

1. *Privacy Act 1988 (Cth)*; and,
2. *Privacy Act & Personal Information Protection Act 1998 (NSW)*.

Everyone's personal information shall be treated as private and confidential unless otherwise expressly authorised in writing by that person.

The term "everyone", means Staff, Members and their Guests including the Board of Directors, and Temporary Members.

This policy does not form part of the individual's contract of employment.

### Procedure

Staff are required to treat all matters pertaining to their employment and other Club related matters as private and confidential unless otherwise expressly authorised in writing by the Chief Executive Officer of the Club.

**Note:** Any Employee needing to know more about privacy, the legislation, or any other matter related to privacy, please contact or make an appointment with the Chief Executive Officer.

### CONSEQUENCES OF BREACHING THIS POLICY

The Yarraville Club requires compliance with this policy. If an Employee does not follow this policy, appropriate disciplinary action will be taken which may include termination of employment

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Approved by: Chief Executive Officer		Page 1 of 1
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