



HORNSBY RSL CLUB

## PRIVACY & SECURITY SYSTEM POLICY

### **PRIVACY:**

Hornsby RSL Club Ltd (“the Club”) acknowledges and respects the privacy of individuals, including members, visitors and employees of the Club and the objective of this policy is to ensure that all staff (including Managers) are aware of their rights and obligations in relation to privacy in the workplace.

The Club is subject to the provisions of the *Privacy Act 1988 (Cth)* and *Privacy Act & Personal Information Protection Act 1998 (NSW)*, which contain the National Privacy Principles that set standards for the handling of personal information. The Club will adhere to the National Privacy Principles in collecting information from you and in storing and maintaining that information. The Club will only collect information necessary for one or more of the Club’s purposes.

Any personal information provided by you to the Club, including information collected by:

- a. Completion of a Club Membership Application Form
- b. A membership card being placed in a Club gaming machine or other machine that is linked to a member loyalty system
- c. Security surveillance cameras placed in the Club; or
- d. Any other method which the Club may from time to time adopt will be protected by the Club, using all reasonable means necessary to protect such information from misuse and loss.

Your personal information may be used by the Club for its own purposes, ensuring the safety of members and guests, to protect the property of the Club, to improve the Club’s services, to provide members and guests with the latest information about those services and for marketing purposes. Unless permitted by the Privacy Act or otherwise required by law, the Club will not disclose your personal information, without prior written consent, provide your personal information to any other organization or person. Hornsby RSL Club may disclose personal information to relevant authorities if it reasonably believes that there is a threat to an individual’s life, health or safety, or public health or safety.

If Hornsby RSL Club has reason to suspect that unlawful activity has been, is being or may be engaged in, the Club may disclose personal information to relevant authorities as a necessary part of any investigation or report.

The Club may disclose your information to third parties that provide services under contract to the Club. All such contracts require the third party to keep any personal information provided by the Club secure and confidential.

You have a right on reasonable notice given to the Club to access any personal information that the Club may hold about you. If you require any further information, please contact the HR Manager.

**SECURITY SYSTEM:**

The purpose of the Club surveillance system is to protect the property of Club, its employees, members and visitors.

Hornsby RSL Club has taken the view that this measure is necessary as statistics show an increase in armed hold-ups particularly in licensed Clubs and hotels therefore both the NSW Police Department and ClubsNSW recommend such systems as the most effective method of prevention of hold-ups.

Be aware that cameras are installed throughout the Club premises, except toilets, showers, change rooms or locker rooms. The system is in operation 24 hours a day.

CCTV footage will be used in such circumstances as acts of violence, willful misconduct, fraud, theft and damage to Club or personal property.

CCTV system may be used to monitor staff performance, particularly in the areas of WH&S and Security. Any dispute involving staff, arising from the use of this system, will be dealt with by Chief Executive Officer or Assistant Chief Executive Officer. This will be done in consultation with the employee representative(s).

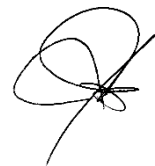
**BREACH OF POLICY**

The Club has an obligation to consistently apply and enforce this policy. Likewise, staff must comply with this policy.

Any employee that breaches this policy shall be subject to counselling and/or disciplinary action which *may* include termination of employment.



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Rob Kennerley - President  
July 2020



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Mario Machado – Chief Executive Officer