



**Tuggeranong 55 Plus Club
Privacy Policy**

Our Privacy Policy

Communities@Work has a legal obligation to ensure the protection and proper use and handling of personal information. Communities@Work places a high value on the rights of individuals to have this personal privacy protected. Communities@Work has practices and procedures in place to ensure compliance with the National Privacy Principles (NPPs). The NPPs regulates the collection, storage, security, use and disclosure of personal information.

Why do we collect information?

The Tuggeranong 55 Plus Club will be collecting personal information from applicants who wish to join our club. When you become a club member, all personal information will be obtained directly from you. We store personal information to enable us to maintain contact with club members; this contact may be verbal, electronic or written. The reason for contact may be to inform, request, or assist our members.

We will take all reasonable steps to ensure that the information we hold is accurate, and we will put into effect any changes you may request (for example not revealing silent numbers).

How do we store your personal information?

All personal information held at Communities@Work is contained in secure physical and electronic environments, accessible only through our internal protection procedures. We take the utmost care and precautions to ensure the security of your information. If your information is no longer needed, it will be deleted from our database, if your information is stored in a paper based record then it will be destroyed accordingly.

I acknowledge that I have read and understood the Privacy Policy on the reverse side of this form. I agree to abide by the rules of the club, inform the club of any changes to the above information and permit the above personal information to be used in case of an emergency and/ or for relevant purposes within the club.

- I hereby apply for membership of the Tuggeranong 55 Plus Club, single membership \$20.00(incl. GST) for 12 months.
- I hereby apply for membership of the Tuggeranong 55 Plus Club, couples membership \$30.00 (incl. GST) for 12 months

Membership is due annually, reminder letters will be sent one month prior to due date.

Once paid, this application form becomes a tax invoice for GST purposes

Signature..... **Date**.....

Office use only <input type="checkbox"/> Received \$_____ and receipt issued on _____ <input type="checkbox"/> Entered into membership database
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