



CLUB NOWRA

Privacy and Confidentiality Policy 2017

The Directors of the Nowra Bowling & Recreation Club Ltd agree to the following policy regarding access and disclosure of personnel Employee, Member and Club information.

Under the Corporations Act 2001, Registered Clubs Act 1976 and Privacy and Personal Information Protection Act 1998, information regarding Employees and Members must at all times remain confidential and access is restricted to Management only in assisting with the operations of the Registered Club.

Information collected cannot be shared with a 3rd party unless it is approved by the Board of Directors and the information is used for the betterment of the Club and the services provided.

Requests for personnel information from Member's, Directors or Employees can only be released at the discretion of the Secretary Manager or the person the information relates to gives permission for the release of their details. If anyone feels the Secretary Managers decision on the release of requested information is unsatisfactory the person or persons requesting the information can request a decision from the Board of Directors for its release.

When requesting a decision from the Board of Director, the interested parties must fully explain the reason for the information so that the Board can decide if they have a right to the information and if the information can be discussed with others.

Directors have a duty to question, request information, raise any issue which is of concern to them, fully canvas all aspects of any issue confronting the Club and cast their vote on any resolution according to their own judgement.

Outside the boardroom, Directors should support the letter and spirit of Board decisions. Directors should keep confidential Board discussions, dialogue and decisions that are not publicly known.

Confidential information received by a Director in the course of the exercise of directorial duties remains the property of the Club and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been properly authorised, or is required by law.