



PERSONAL INFORMATION COLLECTION NOTICE

CLUBGRANTS SUBMISSIONS

Our identity and contact details

The Registered Clubs Association of New South Wales t/as ClubsNSW (ABN 61 724 302 100) (**ClubsNSW, we, us, our**) will collect, store and use the personal information you have provided to us pursuant to the terms of this Personal Information Collection Notice and our [Privacy Policy](#).

If you have any queries, concerns or other questions regarding our collection of your personal information, you can contact the ClubsNSW Privacy Officer at: privacy@clubsnsw.com.au or Level 8, 51 Druitt Street, Sydney NSW 2000, Attention: Privacy Officer.

Circumstances of collection and use of your personal information

The primary purpose for which we are collecting your personal information is to:

- communicate with you regarding the ClubGRANTS program;
- manage your participation in, and our management of, the ClubGRANTS program;
- enable you to create and use a ClubGRANTS Online Account;
- facilitate your application for ClubGRANTS funding;
- enable contact between you, ClubsNSW and other stakeholders involved in ClubGRANTS in relation to your application; and

enable reporting, compliance and engagement purposes, including reporting to relevant government departments, regulators and agencies.

We may also use your personal information for related secondary purposes including:

- providing you with information (including via email and/or SMS) about the ClubGRANTS program;
- supplying products and services to you;
- as required or permitted by any law (including the *Privacy Act 1988* (Cth) (the **Privacy Act**); and
- for any other purpose stated in our [Privacy Policy](#).

All personal information we collect is stored in Australia.

What personal information we collect

ClubsNSW will collect the following personal information from you:

- full name;
- suffix/prefix;
- primary contact full name;
- primary contact email;
- primary contact phone number;
- secondary contact full name;
- secondary contact email;
- secondary contact phone number;
- recipient full name;
- authorised person full name; and
- authorised person position.

ClubsNSW may also collect the following personal information if it identifies you, is linked to an individual, or is combined with other identifying details:

- position;
- primary contact role;
- primary address 1;
- primary address 2;
- secondary contact role;
- account name;
- bank account number;
- BSB;
- auspice organisation name (if it identifies an individual);
- auspice ABN (if it identifies an individual);
- auspice address (if it identifies an individual);
- auspice phone number (if it identifies an individual);
- organisation name (if it identifies an individual); and
- organisation ABN (if it identifies an individual).

ClubsNSW may also collect other personal information from you, if you choose to provide it.

Consequences if personal information is not collected

Providing us with the requested personal information is not required by law. However, if you do not provide us with the personal information we ask for, or the information provided is incorrect or incomplete, we may not be able to process your application or provide you with some or all of the services available through ClubGRANTS.

Disclosure of your personal information to third parties

We may disclose your personal information to the following organisations for the purposes described above (and as otherwise permitted or required under Australian law):

- stakeholders (including clubs and councils) participating in ClubGRANTS;
- our related entities;
- our directors, employees, contractors and external service providers (and those of our related entities);
- as required or permitted by any law (including the Privacy Act);
- law enforcement, government department, agency and/or regulatory body; and
- any other organisation as covered in our [Privacy Policy](#).

Disclosure of your personal information to overseas recipients

It is unlikely that we will disclose your personal information to any recipients that are based overseas. However, to the extent that we do (for example third party cloud storage providers and other service providers), we have taken reasonable steps to ensure that any overseas recipient of your personal information complies with the Australian Privacy Principles made under the Privacy Act.

ClubsNSW Privacy Policy

Please refer to the ClubsNSW [Privacy Policy](#) for further details regarding:

- how you may access or correct any of your personal information collected by ClubsNSW; and
- how you may lodge a complaint with ClubsNSW about how we handle your personal information, and how ClubsNSW will action such complaint.