



Cazalys Cairns In-house Privacy Policy

Cazalys Cairns is committed to the Queensland Club Industry Privacy Code and will use it to address all privacy issues of members or patrons. The club will observe good privacy practices when meeting its obligations under the AML/CTF laws.

Some ways in which the club will implement the privacy practices are:

- Only collect personal information that is necessary for the club to fulfill its activities and functions or that is required by law. This includes the clubs obligations under the AML/CTF Act and Rules, QLD Liquor Act 1992 and regulations 2002 and the Gaming Machine Act 1991.
- Tell members and patrons why the club is collecting the personal information, how the club will use and disclose the information and how they can access the collected information as well as other details required under the Approved Privacy Code.
- Use fair and lawful means to collect personal information.
- Ensure that the personal information held by the club is accurate, complete and up-to-date
- Ascertain and correct any personal information that is not accurate, complete and up-to-date upon members request or patron's request.
- Take reasonable steps to protect members and patrons personal information held by the club by locating the information in a secure place in the club.
- Prevent unauthorized access, modification, misuse or loss of personal information by putting in place policies and procedures that explain which staff members can access the information and under what circumstances.
- Designate a staff member to facilitate privacy issues at the club
- Place signage in the club to make members and patrons aware of the privacy obligations of the club
- Implement a privacy complaint facilitation mechanism to address privacy related concerns of members and patrons as set out in the Privacy Act. These procedures will ensure a consistent, fair, visible, accessible, responsive and accountable approach to privacy complaint resolution.
- Do not use personal information that is collected for anti-money laundering & terrorism financing compliance for a purpose other than meeting an obligation under the AML/CTF Act and Rules.