

PERSONAL INFORMATION COLLECTION NOTICE

(required under Australian Privacy Principle 5)

Membership

Our identity and contact details

The Registered Clubs Association of New South Wales (ABN 61 724 302 100) or one of its related or controlled entities (each referred to as **ClubsNSW, we, us** or **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, please contact the ClubsNSW Privacy Officer at: privacy@clubsnsw.com.au or Level 8, 51 Drutt Street, Sydney NSW 2000, Attention: Privacy Officer.

Circumstances of collection and use of your personal information

We may collect your personal information for the following purposes:

- to process and manage ClubsNSW memberships (including applications and/or renewals) for your club;
- to ensure ClubsNSW has a record of the contact person(s) at the club to contact them;
- to process and manage memberships (including applications and/or renewals) to The Club Directors Institute Limited trading as Clubs Education Institute (**CEI**) for your club and relevant individuals;
- to organise and/or provide services to you (including to organise or provide training, education and related services for CEI members);
- to improve the services provided to member clubs of ClubsNSW;
- for governance, compliance, reporting, analytical and service improvement purposes relating to membership and member services;
- to improve functionality of ClubsNSW platforms and technologies;
- 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](#).

What personal information we collect

ClubsNSW may collect the following personal information from you:

- prefix (e.g. Mr, Ms);
- first name;
- middle name;
- last name;
- position/title;
- email address;
- telephone number;
- fax number (if provided);
- your authority to act on behalf of the club;
- signature; and
- such other personal information you choose to provide.

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 be unable to process your membership (including application or renewal), provide various membership services and/or not be able to keep the information that we hold about you up to date.

Disclosures 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):

- our related or controlled entities;
- our employees, contractors and external service providers (and those of our related or controlled entities);
- as required or permitted by any law (including the Privacy Act); and
- any other organisation as covered in our [Privacy Policy](#), including third-party training organisations, for the purpose of providing training, education and related services. These organisations may contact you directly in relation to these services.

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, some recipients based in Australia may subsequently transfer information overseas for their own purposes. To the extent that we do disclose your personal information to a recipient based overseas (for example 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. By providing your personal information, you consent to us disclosing your personal information to overseas recipients. Some recipients based in Australia may subsequently transfer information overseas for their own purposes.

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.

Document Version History

Version Date	Prepared By	Description
01.06.2026	Privacy Officer	Annual review