



# Brisbane and District Ladies Golf Association

ABN: 87 890 552 772

PO Box 74 New Farm QLD 4005

Email: secretary@bdlga.com.au

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## Privacy Procedure

### Definitions

All defined terms in this procedure have the meaning assigned to them by the Definitions set out herein:

Term	Definition
<b>Association</b>	Means Brisbane and District Ladies' Golf Association Incorporated.
<b>BDLGA</b>	Means Brisbane and District Ladies' Golf Association including any person acting on behalf of and with the authority of the Association.
<b>BDLGA Event</b>	Includes but is not limited to meetings, tournaments, special events and pennant matches run by BDLGA.
<b>Confidential Information</b>	Means information of a confidential nature whether oral, written or in electronic form including, but not limited to, User information (including Personal Information), supplied to the Association in relation to a BDLGA Event.
<b>Constitution</b>	Means the rules of the Association, as per <i>The Associations Incorporation Act 1981</i> .
<b>Management Committee</b>	Means the Committee of the Association constituted in accordance with the provisions of clause 5 in the BDLGA Constitution.
<b>Personal Information</b>	Means information that could be used to identify a person, including but not limited to, name, address, date of birth, occupation, driver's licence details, electronic contact details (such as email, Facebook or LinkedIn details), and other contact information (where applicable). For the avoidance of doubt, an ABN or ACN is not Personal Information, but may be Confidential Information.
<b>The Privacy Act</b>	Means the <i>Privacy Act 1988</i> .
<b>User</b>	Means any User of the BDLGA Website and/or Golf Genius cloud-based tournament management software, which may include the User or any other person.
<b>Website</b>	Means a location which is accessible on the Internet through the World Wide Web and which provides multimedia content via a graphical user interface.

### Statement

The Brisbane and District Ladies Golf Association (BDLGA) is a non-profit organisation dedicated to fostering, encouraging and promoting golf for women and junior girls throughout the clubs in the district. A Management Committee is elected at each Annual General Meeting of the Association,

and this committee is responsible for the administration and management of the Association's affairs and funds as outlined within the BDLGA Constitution.

### **Purpose**

The purpose of this procedure is to outline how the BDLGA handles User's personal data and sets out the rights and obligations Users and the BDLGA have in relation to a User's Personal Information.

### **Scope**

This procedure applies to **all** Users of the BDLGA Website and/or Golf Genius cloud-based tournament management software used by the BDLGA for BDLGA Event registration.

### **Requirements**

1. By accessing the BDLGA's Website, the User accepts and agrees to the terms and conditions of this procedure, and acknowledges their Personal Information may be collected, used and disclosed in accordance with this privacy procedure. Please refer to '**Definitions**' at the commencement of this procedure for clarity about the meaning of terms used in the procedure.
2. BDLGA may, from time to time, modify this procedure (and update the Website page on which it is displayed).
3. All emails, documents, images or other recorded information held or used by the BDLGA is Personal Information, and therefore Confidential Information as defined in this procedure.
4. The BDLGA primarily stores information in Queensland-based servers.
5. The BDLGA acknowledges its obligation in relation to the handling, use, disclosure and processing of Personal Information pursuant to the *Privacy Act 1988* ("the *Privacy Act*").
6. Releases of Personal Information by the BDLGA will only be made in accordance with *The Privacy Act*, and BDLGA will not release Personal Information without the User's written consent, unless required to do so by law.
7. The BDLGA disclaims any liability and does not guarantee information Users send from a computer or other device over the internet will be protected by encryption or any encoding software. The BDLGA does not warrant as to the security or privacy of User's Personal Information communicated in this way, including payment and account details. Users transmit Personal Information to BDLGA at their own risk and are entirely responsible for maintaining the security of their passwords and/or account information.
8. The BDLGA's Website may contain links to third party Websites. If Users follow a link to any of these Websites, or use any services obtained from third party service that requires Users to provide Personal Information directly to such third parties (for instance, third party verification providers), the BDLGA does not control, and does not accept any responsibility or liability for, the privacy policy and/or procedure of, and use of Personal Information by, any party other than the BDLGA, including any User of the Website, the operators of any other Website to which the Website links, or third party service providers which Users provide Personal Information to, and does not warrant as to the treatment of this Personal Information by any other Website, which is governed by that other Website's own privacy policies and/or procedures.
9. Users shall have the right to request (by email) from the BDLGA (subject to BDLGA's legal rights to retain or refuse to provide that information, or because the request is unreasonable):
  - a) a copy of the Personal Information about the User retained by the BDLGA; and the right to request the BDLGA correct any incorrect Personal Information;

- b) that the BDLGA does not disclose any Personal Information about the User for the purpose of direct marketing; and
  - c) a correction to any incorrect information held by the BDLGA in relation to that User.
10. The BDLGA will destroy Personal Information upon request (by email), or if it is no longer required, unless it is required in order to fulfil the obligations of this procedure, or is required to be maintained and/or stored in accordance with the law.
11. The User can make a privacy complaint by contacting the BDLGA (by email). The BDLGA will attempt to respond to that complaint within fourteen (14) days of receipt and will take all reasonable steps to make a decision as to the complaint within thirty (30) days of receipt of the complaint. In the event the User is not satisfied with the resolution provided, the User can make a complaint to the Information Commissioner at [www.oaic.gov.au](http://www.oaic.gov.au)
12. If you have any questions about this procedure or about the manner in which we process your personal data, you may contact BDLGA via email at [secretary@bdlga.com.au](mailto:secretary@bdlga.com.au)

**Version control:**

Version	Date	Comment
0.1	30/01/2026	<ul style="list-style-type: none"> <li>• Initial draft as part of BDLGA Website rebuild project.</li> </ul>
1.0	13/02/2026	<ul style="list-style-type: none"> <li>• Finalised first version.</li> </ul>

**Review date:** 13 February 2029