

## **HIGH ROLLERS JIU JITSU PRIVACY POLICY**

### **PRIVACY OBLIGATIONS**

Our Privacy Policy sets out the obligations and policies of High Rollers Jiu Jitsu Pty Ltd, an Australian registered company. In particular this policy details how we collect, use, disclose, store and enable access to your personal information, be that members or employees, including both offline and online. High Rollers Jiu Jitsu Pty Ltd is bound by the National Privacy Principles set out in Schedule 3 of the Privacy Amendment (Private Sector) Act 2000 ("the Act"). A copy of the National Privacy Principles may be obtained from the website of The Office of the Federal Privacy Commissioner at [www.privacy.gov.au](http://www.privacy.gov.au)

### **PERSONAL INFORMATION**

Personal information includes any information or opinion about an individual who is reasonably identifiable regardless of whether the information is true or not. High Rollers Jiu Jitsu Pty Ltd only collects the personal information, which at times includes sensitive information (health information) that it deems necessary for its operations or activities. In general terms, the types of Personal Information collected by us may include, amongst other things your; name, address, date of birth, mobile and other telephone numbers, e-mail address, credit card or bank account details, occupation and employer, driver's licence number, relevant national identity card details, emergency contact details, your image if required for membership identification purposes. For potential employees, any application and personal information provided to High Rollers Jiu Jitsu Pty Ltd will be used solely for the purpose of assessing the suitability for the position applied for. Personal information provided will only form part of an employee record if the application is successful.

### **USE OF PERSONAL INFORMATION**

Personal information collected about individuals will be used and disclosed by us to provide the services required or otherwise to enable us to carry out our operations and activities. High Rollers Jiu Jitsu Pty Ltd will only disclose Personal Information to third a party business partner if they provide services to High Rollers Jiu Jitsu Pty Ltd that are consistent with the terms of this Privacy Policy. Where certain services are outsourced or contracted out our contractors may access an individuals' Personal Information. High Rollers Jiu Jitsu Pty Ltd contractors are subject to strict confidentiality obligations. High Rollers Jiu Jitsu Pty Ltd ensures that it only engages with reputable business partners. On request, High Rollers Jiu Jitsu Pty Ltd is obliged to disclose personal information if it is a legal requirement to do so in the region where the request is made.

## **WEBSITE, DIGITAL AND ONLINE PRIVACY**

This website is owned and operated by High Rollers Jiu Jitsu Pty Ltd. This Privacy Policy includes details about how High Rollers Jiu Jitsu Pty Ltd uses its websites and all High Rollers Jiu Jitsu Pty Ltd digital mediums (website) to collect and manage your Personal Information. By using this website you agree to this entire Privacy Policy. This includes the collection and use of your personal information and your conduct on the High Rollers Jiu Jitsu Pty Ltd website or digital medium (website). We recognise the importance of protecting the privacy of information collected about visitors to our websites, in particular information that is capable of identifying an individual. High Rollers Jiu Jitsu Pty Ltd is committed to handling Personal Information collected online consistently in the same that it handles Personal Information collected offline. Matters relating specifically to the collection and management of Personal Information online are detailed below.

**COOKIES:** Cookies are data that a website transfers to an individual's hard drive for record-keeping purposes. Cookies, which are industry standard and are used by most websites, including those operated by us, can facilitate a user's ongoing access to and use of a site. They allow us to customise the website to your needs. If you do not want information collected through the use of Cookies, there is a procedure in most internet browsers that allows you to deny or accept the Cookie feature. You should note that Cookies may be necessary to provide you with some features of our websites.

**SMS, MMS AND EMAIL COMMUNICATION AND MARKETING:** From time to time we will distribute information regarding High Rollers Jiu Jitsu Pty Ltd via SMS, MMS and Email. We will not distribute information using these means if requested not to. Customers are able to 'unsubscribe' from such forms of communication and clear instructions regarding how to do so is detailed in all such communications. When High Rollers Jiu Jitsu Pty Ltd sends promotional content using these mediums, it only does so where there is a reasonable belief that the recipient would be interested in the subject matter.

**SOCIAL MEDIA:** High Rollers Jiu Jitsu Pty Ltd supports the use of its various social media platforms for all reasonable comments, communication and feedback. At the time of writing this policy, these platforms include Facebook, Instagram and YouTube. The use of the High Rollers Jiu Jitsu Pty Ltd social media platforms must not be used to abuse other people, expose other people inappropriate or offensive comments or content or for an illegal purpose. In the event that this occurs the user may be blocked from access to the social media platform and any comment or post removed. It is the user's responsibility to protect their personal privacy when using the High Rollers Jiu Jitsu Pty Ltd social media platforms. We recommend that users do not include any Personal Information in their

posts or comments. Information posted to a High Rollers Jiu Jitsu s Pty Ltd social media platform is recorded and used for the purpose of administering the platform and addressing any comments made or questions and feedback presented.

**LINKS TO OTHER WEBSITES:** We provide links to websites outside of our websites, as well as to third party websites. These linked sites are not under our control and we cannot accept responsibility for the conduct of companies linked to our website. Before disclosing your personal information on any other website we advise you to examine the terms and conditions of using that website as well as it's Privacy Policy or Privacy Statement.

**SECURITY:** We apply all reasonable measures to ensure the security, integrity and privacy of personal information submitted to our websites. We review and update our security measures regularly in light of current technologies. We endeavour to take all reasonable steps to protect the personal information you may transmit to us via our website, digital and online mediums, channels and services. We aim to prevent accidental manipulation, destruction, use, disclosure loss or unauthorised access of data at all times. However, we will not be held responsible for events arising from unauthorised access to your personal information.

#### **CCTV CAMERAS AND SURVEILLANCE**

High Rollers Jiu Jitsu Pty Ltd undergo ongoing surveillance and video recording for the purpose of the security and protection of our members, staff and facilities. If a member requires access to such video content then this request must be made in writing to the High Rollers Jiu Jitsu Pty Ltd where the recording was made. At this time, consideration will be given to the request and if there is a reason for us not providing you with access to such a recording then you will be provided with a written explanation. Video recordings of a specific incident may be released to the appropriate authorities in the region however only under the terms of this policy or subject to the execution of the appropriate notice by that authority.

#### **CHANGES TO OUR PRIVACY STATEMENT**

From time to time High Rollers Jiu Jitsu Pty Ltd reserves the right to change this Privacy Policy without notice. All personal information collected and held by us will be governed by our most recent Privacy Policy as posted on our websites.

#### **ACCESS, UPDATES OR REMOVAL OF YOUR PERSONAL INFORMATION**

Access to your Personal Information that we and/or our contractors hold can be obtained on request. It is at the absolute discretion of High Rollers Jiu Jitsu Pty Ltd to provide this information to individuals depending upon legal circumstances. If there is a lawful reason for us not providing you with access to your personal Information we will provide you with a written explanation and the mechanism by which you may object to this decision. You are entitled to tell us if they do not wish us to hold your personal information and in such an instance we will remove all such personal information from our records. Individuals also have the right to ask us to correct personal information about them which is inaccurate, incomplete or out of date. If you require access to any personal information held by High Rollers Jiu Jitsu Pty Ltd then please contact us at [contact@hrjj.com.au](mailto:contact@hrjj.com.au). We may ask you to put such a request in writing.

### **CONCERNS OR QUESTIONS**

If you have a concern or question relating to the handling or management of your Personal Information, be that offline or online, then please contact High Rollers Jiu Jitsu Pty Ltd on the below contact details. We will take all reasonable steps to respond to your concern or question in a timely manner.

### **CONTACT DETAILS**

You can present your concern or question to a staff member at High Rollers Jiu Jitsu Pty Ltd in person or via email at [contact@hrjj.com.au](mailto:contact@hrjj.com.au) where reasonable steps will be taken to review your question or concern.