



# Kyushin-Ryu Aikido

Atemi-Ryu Jujitsu Preservation Society

求心流合気道当身流柔術保存会

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## *Privacy Policy*

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Privacy Policy, V1,

December 2022

To be reviewed December 2026

## Privacy Policy

Kyushin-Ryu Australia is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information. We have recognised the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

### What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses and phone numbers. This Personal Information is obtained in many ways including interviews, membership registrations, correspondence, by telephone, by email, via our website [www.kysuhin-ryu.com](http://www.kysuhin-ryu.com) and [www.kyushin-ryu.square.site](http://www.kyushin-ryu.square.site), as well as through social media platforms including our instagram and Facebook pages. We collect your Personal Information for the primary purpose of providing our services to you, and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing at [kyushin-ryu@proton.me](mailto:kyushin-ryu@proton.me).

### Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained; and
- With your consent; or where required or authorised by law.

### Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

### Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

### Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure. When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

### **Access to your Personal Information**

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing at [kyushin-ryu@proton.me](mailto:kyushin-ryu@proton.me). In order to protect your Personal Information, we may require identification from you before releasing the requested information.

### **Maintaining the Quality of your Personal Information**

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records.

### **Policy Updates**

This Policy may change from time to time and is available on our website.

### **Use of CCTV and Associated Footage**

Kyushin-Ryu Australia seeks to protect people and assets in and around the dojo in the most effective manner possible including, where necessary, through the use appropriate use of CCTV. The primary security use of CCTV is to discourage and/or detect unlawful behaviour in and around the facility, thereby enhancing the safety and security of all people and property. Other applications and benefits of CCTV include monitoring access control to the facility, external hire, moderating traffic and use of the facility, and quality control of instruction and learning spaces.

### **Privacy Policy Complaints and Enquiries**

If you have any queries or complaints about our Privacy Policy please contact us at: [kyushin-ryu@proton.me](mailto:kyushin-ryu@proton.me) or via mail at Kyushin-ryu Australia, 166 Calton Road, Kalbeeba, South Australia 5118.