

POLICY DOCUMENT #11:2006

PRIVACY AND PERSONAL INFORMATION

POLICY STATEMENT

Personal information about members is collected by the Club solely for membership requirements, competition purposes and internal administration. The Club is committed to upholding the rights of its members by protecting their privacy and personal information.

GUIDING PRINCIPLES

- The Club understands that members have rightful concerns about their privacy, and the confidentiality and security of personal information that the Club may obtain about them.
- The Club recognises its legal responsibility to protect the privacy and personal information of its members, and has undertaken to comply with the requirements of the Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act, 2000.
- The Club will only collect personal information about members which is necessary for the Club to operate effectively, deliver services to members, and meet its Objectives.
- Required personal information will include names, addresses, telephone and fax numbers, email addresses, gender, age, school attended and basic medical information necessary to ensure the safety and health of members in an emergency situation.
- The Club will endeavour to ensure that personal information held is accurate, complete and up-to-date. Where this is not the case the Club will make every effort to correct the information.
- All personal information collected by the Club will be maintained in a secure location. Hard copy containing personal information will be held under lock and key when not in use, and personal information held electronically will be password protected. Personal information will be given to coaches and other club representatives as necessary to perform their particular role.
- Only persons authorised by the President may have access to personal information held electronically in data bases, spreadsheets or other electronic formats.
- To facilitate the Club delivering better services and benefits to its members, personal information may be shared with other organizations, independent operators and interested parties, provided that the sole aim is to deliver the Club's Objectives for the benefit of members.
- Unless otherwise advised in writing the Club will assume that a member has accepted these conditions of disclosure and will act as if having received a member's express consent.

- Under no circumstances will the Club allow the personal information it holds about members to be released for any form of commercial gain.
- A member may, upon written request, seek access to the personal information the Club holds about him/her.
- To the greatest extent possible, the Club will allow members free access to their personal information. However, there may be occasions when the Club is not in position to do so, for example where it would be unlawful to do so. If the Club denies a member access to his/her personal information a written explanation will be provided.
- For any purpose associated with privacy matters including the lodgment of a complaint, members should use the processes outlined in the Club's Complaints and Disputes Resolution policy (#10:2006).

DELEGATIONS AND RESPONSIBILITIES

All office bearers, Committee members, coaches, volunteers and members are responsible for ensuring the Club's endorsed policy is promoted and upheld.

RELATED CLUB POLICIES

Coaches and Volunteers (#4:2006); Harassment Free Sport (#7:2006); Complaints and Dispute Resolution (#10:2006)

RELEVANT EXTERNAL POLICIES, DOCUMENTS AND LEGISLATION

Privacy Act, 1988

Privacy Act (Private Sector) Amendment Act, 2000.