

	St Mary's Senior Football & Netball Club Inc.	Approval Date: Jan 2022
	PRIVACY POLICY	Review Date: November 2022 (AGM)
		Accountability: Committee
Authorised by: St Mary's Senior Football & Netball Club General Committee		Version Number:2

Purpose

To ensure that St Mary's Senior Football & Netball Club complies with both the Federal and Victorian Privacy Acts, and adheres to the principles regarding data collection, storage and disclosure referred to in those Acts.

Scope

St Mary's Senior Football & Netball Club Members, Players and Visitors to the club

Relevant Legislations / Standards

Privacy Act 1988 (Com)
 Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Com)
 Privacy Regulation 2013, Privacy and Data Protection Act 2014 (Vic)
 Health Records Act 2001 (Vic)
 Freedom of Information Act 1982
 Charter of Human Rights & Responsibilities Act 2006 (Vic)
 Public Records Act 1973 (Vic)
 Surveillance Devices Act 1999 (Vic)
 Spam Act 2003 (Cth)
 Work Health Safety Act

Definitions

Personal Information, as defined in the Privacy Act, means information, including an image or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

General Principles

Integrity of Personal Information

St Mary's Senior Football & Netball Club will take reasonable steps to ensure that the personal information it collects uses or discloses is accurate, complete and up-to-date.

Collection of Personal Information

St Mary's Senior Football & Netball Club will only collect personal information about an individual if the information is necessary for the Club's functions and purposes.

St Mary's Senior Football & Netball Club will collect and retain information for the following purposes:

- Club Membership
- [Contact Lists](#)
- Statistical reports
- Club Marketing
- Website/Social Media
- First aid treatment
- Incident reports
- Legislative responsibilities
- Complaint & Grievances

Any detailed information collected about health or a medical condition will only be collected where it may affect participation in the activities of the Club.

Information may be collected from a third party only if:

- the individual has consented to such collection
- or the individual would reasonably expect us to collect their personal information in this way,
- or if it is necessary for a specific purpose such as the investigation of a privacy complaint.

The Club will only collect personal information by lawful and fair means.

Use and Disclosure

St Mary's Senior Football & Netball Club may use your personal information for its own purposes, including ensuring the safety of members & visitors, to protect the property of the Club, to improve the Club's services, to provide members & visitors with the latest information about the Club and for marketing purposes.

St Mary's Senior Football & Netball Club will not disclose personal information to other organisations or persons unless one of the following applies:

- the individual has consented in writing
- it is required or authorised by law
- it will prevent or lessen a serious and imminent threat to someone's life, health or safety
- An unlawful activity has been, is being or may be engaged in --The Club may then disclose personal information to the relevant authorities as a necessary part of any investigation or report.

St Mary's Senior Football & Netball Club may, in some circumstances, disclose your personal information to third parties that are affiliated with or provide services to the Club. This information may be provided only to the extent necessary to operate Club business or provide members with products and/or services they have requested.

St Mary's Senior Football & Netball Club will not sell your information from its databases to other companies, organisations or individuals.

Security and Storage

St Mary's Senior Football & Netball Club will take all reasonable steps to securely protect the personal information it holds from unauthorised use, access, modification and disclosure and to keep this information accurate,

complete and up to date.

This includes information collected by:

- Completion of a Club membership form,
- Registration with Team App (Club communication platform),
- Security surveillance cameras in operation at the Club or
- Any other method which the Club may, from time to time, adopt.

The Club will only store your personal information for as long as necessary for any purpose for which the information may be used or disclosed under the National Privacy Principles or as required by law.

Video surveillance footage is retained for three months and is then destroyed/overwritten.

***Access to &
correction of
Information***

Any St Mary's Senior Football & Netball Club member may request details of the personal information the Club holds about them from the Club Secretary. The Club Secretary will correct/update the details as required.

Photographs

Images of junior players will not be used without parental consent.

***Video
Surveillance***

The Banyule Council owned venue operated by the Club and its surroundings are under internal video surveillance in order to protect Club property and ensure the safety and wellbeing of Club members and visitors. Unless permitted by the Privacy Act or otherwise required by law, the Club will not, without prior written consent of any person concerned, use the information recorded by those cameras for any other purpose.

***Related
Policies and
Procedures***

.....
PRESIDENT

.....
SECRETARY