



Privacy Act Policy & Information Management

This document has been approved and formalised by the Stop Out Executive Committee.

1. Purpose:

The purpose of this document is to provide a set of guidelines and policies for the management and privacy of information collected and used by Stop Out Sports Club.

This document aims to ensure that the Club complies with the Privacy Act 1993 and protects individuals' privacy in respect to the collection, use, disclosure and access of information relating to individuals.

2. Policy:

This policy covers all individuals, including administrators, elected officials, coaches, employees, contractors, parents, supporters life members and all volunteers of the Club.

The Club will make its best endeavours to ensure that all personal information held about individuals is accurate.

The Club will collect and hold personal information about individuals that is necessary to conduct the Club's normal business.

The Club will not divulge personal information about individuals for any purpose other than for the Club and its controlling bodies to conduct their normal business.

Individuals have the right to inspect the information about them held by the Club and to correct that information or to record their disagreement with any aspect of it. Individuals have the right to request the deletion of information that is no longer relevant to the Club's business.

The Club at no time will sell, share or provide an individuals' information to another organisation unless that organisation is a controlling body.

3. Security

The Club will make its best endeavours to maintain the security, confidentiality and integrity of personal information stored in the Club's systems.

The Club's digital systems are password protected with the plain text password never being stored unencrypted.

Access to the systems is only given to authorised users (approved by the Executive or Communications Portfolio owner) upon signed consent to adhere to Privacy and Information Management policies and procedures.

Where information is retrieved from the Club's systems for use by its controlling bodies, it is to be extracted into a comma separated value (CSV) file, compressed and encrypted. The date and recipient is to be recorded to ensure a proper audit trail is maintained.

Where information is provided to coaches or grade managers the information is to be extracted into a comma separated value (CSV) file. The date and recipient is to be recorded to ensure a proper audit trail is maintained.

In the unlikely event that the security, confidentiality and/or integrity of information is believed to be compromised the effected individuals will be notified in a timely manner.

4. Consent

The Club will include a consent clause, similar to the one below, on each form it uses to gather personal information about individuals.

In providing this information I consent to Stop Out Sports Club collecting, keeping, and using it for the purpose of conducting the Club's normal business and disclosing relevant information to the Club's controlling bodies as required for the administration of football.

Statistical data only will be provided as appropriate to Sparc, Funding Agencies and Sponsors. I understand that the information will be held by the appropriate National Sporting Body at its head offices.

I acknowledge my right to inspect the personal information the Club holds about me and to ask for incorrect information to be amended and irrelevant information to be deleted.

I give this consent in accordance with the Privacy Act 1993.

I agree to being photographed, filmed, videoed or have my image recorded, and that this Club and relevant controlling bodies may use such imagery in connection with the promotion of sport. I am entitled to request access to such images and to take copies of them at my cost.

Individuals providing personal information are required to sign the form indicating that they consent to the Club's lawful use of the information.