

ADELAIDE COUGARS NETBALL CLUB



POLICY 013:

PRIVACY



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1. Purpose:

This policy is designed to ensure that all members within the Adelaide Cougars Netball Club (ACNC) are aware of their rights under the Privacy Act in regard to personal information provided to the club.

2. Policy Statement

ACNC is committed to providing an environment where information is securely stored. Therefore the club will make every effort to ensure that members are provided with security in the knowledge private information will not be disclosed other than for the purposes outlined in this document. ACNC also recognises that all officials are owed the same duty of care.

Support and training will be provided to ensure coaches, managers and committee understand their roles and responsibilities.

3. Policy Objectives

ACNC will provide leadership and support to ensure that the following policy objectives are achieved:

It will keep information stored confidential. It will make reasonable efforts to keep any information that we have about any individual secure, and to ensure all officials or agents who have access to information do not make unauthorised use, modification, reproduction or disclosure of that information.

The club will only disclose information that we have about an individual:

- To the extent specifically required by law or
- For the purposes of providing medical aid to any member.
- For the purpose of registration or complying with SANA requirements.
- To financial institutions for the purpose of payment of accounts.

4. Responsibilities

Responsibilities for the storage and disclosure of information within the ACNC are allocated at all levels within the club according to the level of authority and competence. In particular the following:

4.1 Management Committee

The Management Committee has ultimate responsibility for the implementation of this policy. The responsibility includes:

The commitment to a secure storage of personal information.



Ensuring disclosure of information is only given in matters relating to medical treatment, registration, grading and where permission has been granted by the player.

Ensure that all players, parents and staff understand the Privacy policy within the club.

4.2 Coaches

Coaches are responsible for ensuring that the policy is implemented and adhered to. Coaches will meet the following responsibilities:

Ensure they, their manager and players are familiar with this policy and confident to use it where necessary.

4.3 Members

All members of the club will respect the rights of individuals and their privacy.

Will not disclose personal information about any player to any third party.

5. Access to Records of Personal Information

Where an agency has in its possession or under its control records of personal information, the record-subject should be entitled to have access to those records in accordance with the Freedom of Information Act 1991.

6. References

Federal Privacy Act 1988

Amendments to Privacy Act 2001.

7. Definitions

Personal information	Information or an opinion, whether true or not, relating to a natural person or the affairs of a natural person whose identity is apparent, or can reasonably be ascertained, from the information or opinion.
Members	Includes all players, committee, and parents involved at all levels of the club