



Privacy Policy

Purpose

To ensure that all Club Committee members who are responsible for handling personal and/or health information do so in a manner that protects every individual right to privacy.

Policy

Mount Eliza Meteors Committee is fully committed to protecting everyone's right to privacy. Club officials in collecting information will comply with all aspects of the Victorian Information Privacy Act 2000 and the Health Records Act 2001.

It is the Committee's responsibility to ensure that relevant club officials are familiar with their obligations under the Acts and that the handling of both personal and health information is done so in accordance with the law.

In Particular:

Mount Eliza Meteors will only collect personal and health information that is required for its activities

Information will only ever be used for the purpose of which it was collected, agreement will be sought beforehand

Information will only be assessed by Team Officials and Committee Members

Information will be securely stored

Information will be destroyed if it is no longer needed for any purposes

Definitions

Personal Information: is defined as information or an opinion that is recorded, whether true or not, about an individual whose identity is apparent, or can reasonably be found out, from the information or opinion

Health Information: is defined as information or an opinion about the physical, mental or psychological health of an individual

Procedure

Collection and Consent:



On the registration form, clearly define the purpose for collection of information and a consent statement re: distribution of information for signing if consent is given. This must be signed by a parent if for a minor. The statement could include, sharing contact details to team members, use of photography for social media, newsletters etc.

The information collected should only be distributed for the stated purposes – FDBA registration, team manager and coaches records

If there is a request for data for an alternative reason, permission must be sought first (eg. Marketing reasons, parents requesting contact details)

Where consent is not given to distribute information, the member's details must be stored securely and will be kept in a separate database to avoid error.

Storage and Access to Information

Information to be stored centrally with the Registrar in a lockable cabinet and is password protected

Only Committee members will have access to member information and should only receive member information about the people they require to

When information is not required for any purpose, it is destroyed

Working with Children Checks (WWC)

WWC information can contain sensitive information and will be handled by the Working with Children Officer. Information provided in these reports is strictly confidential and will only be brought to the attention of the committee when the report content requires some action.

It is a requirement by the Mt Eliza Meteors that any Coach, Team Manager or Committee Member holds a valid WWC. The Meteors is required to provide the Frankston District Basketball Association (FDBA) confirmation that all Coaches have a WWC. Personal information is not provided to the FDBA other than the coaches name and that the Meteors have sighted the current WWC.

Documents

Information Privacy Act 2000 (VIC)

Privacy Act 1988 (Commonwealth)