

# East Malvern Junior Football Club

## Privacy Policy



### Purpose

To ensure that all EMJFC Club Officials who are responsible for handling personal &/or health information do so in a manner that protects every individual's right to privacy.

### Policy

EMJFC is fully committed to protecting everyone's right to privacy. In collecting information, Club Officials 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:

- EMJFC will only collect personal and health information that is required for its activities.
- Information will only be used for the purpose for which it was collected.
- If information is required for any other purpose other than those for which it was collected, agreement will be sought beforehand.
- Information will only be accessed by Team Officials and Committee Members.
- Information will be securely stored.
- Information will be destroyed if it is no longer needed for any purpose.

### Collection and Consent

- On the Club's Registration Form, clearly define the purpose for collection of information and a consent statement regarding distribution of information for signing if consent is given (to be signed by a parent if for a minor). The statement could outline the likely distribution (e.g. provision of health information to the team's first aid personnel etc)
- The information collected should only be distributed for the stated purposes so ensure that all likely possibilities are listed.
- If there is a request for member information for an alternative reason, permission must be sought (e.g. a sponsor wants to email advertising material to members)

- Registration form will include consent option for the taking & use of photographs of players (e.g. for use in the Club Newsletter or Website)

### **Storage and Access to Information**

Information should be stored centrally and is best kept away from the Club facility if possible. The storage should be secure.

### **Use & Disclosure of Personal Information**

EMJFC use Personal information for the purposes for which it is collected, including to:

- provide products & services to the individual.
- manage the relationship with the individual.
- provide information about events & other information that may interest the individual.
- facilitate the internal business operations of the Club.

### **Working With Children / Police Check Records**

This information can contain sensitive information and should be handled by a designated and responsible person within the Club. 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.

### **Policy review**

This Policy was passed by the Committee on \_\_\_\_\_ and is effective from \_\_\_\_\_.

This Policy will be monitored & reviewed every year by the Committee and updated where appropriate.