

Privacy Policy Template for Sport & Active Recreation Clubs

PRIVACY POLICY STATEMENT

The Victorian Information Privacy Act 2000 (VIP Act) regulates the handling of all personal information except health information in the public sector in Victoria. The Act outlines standards relating to responsible collection and handling of personal information, individuals' rights of access to information about them held by organisations, and individuals' rights to require an organisation to correct information about them held by the organisation. Organisations should ensure all records of personal information are kept in accordance with Privacy Act regulations.

Under this Act you are legally obliged to protect the privacy rights of any individuals about whom you may hold any personal information.

In line with these requirements, your organisation should have in place a privacy policy clearly outlining to staff, both paid and volunteer, and members of your organisation, exactly how private information will be collected and stored.

Following is a sample template your organisation can easily adapt to suit your needs.

If you require further information on the Privacy Act and any of the requirements contained within can be found on the Office of the Victorian Privacy Commissioner website at www.privacy.vic.gov.au

SAMPLE PRIVACY POLICY STATEMENT

<<Name of Organisation>> Privacy Policy Statement

The information below pertains to the collection and storage of any personal information you may be required to provide to <<name of organisation>>.

In line with privacy requirements as outlined by law, <<name of organisation>> gives the following assurances in regards to your personal information:

Collecting personal information

<<Name of Organisation>> understands you as a member may have concerns about the privacy, confidentiality, and security of personal information we may obtain about you. <<Name of Organisation>> policy is to protect members' privacy and personal information it may collect from time to time.

<<Name of Organisation>> has undertaken to comply with the requirements of the Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000.

Personal information is collected by <<Name of Organisation>> for the primary purpose of membership requirements and/or competition purposes. <<Name of Organisation>> collects details such as your name, address, telephone and facsimile numbers, email addresses, gender, age, marital status, etc <<Insert additional information your organisation may require>>

A hard copy file containing your personal information is retained in a secure location in accordance with the Act, and for a further seven years in accordance with current Federal and State legislation governing document retention, before being destroyed.

Failure to provide required personal information

Failure to provide the information required for the purposes detailed may mean <<Name of Organisation>> is unable to complete your <<insert purpose for which information is being used, eg membership, event registration, volunteer assistance etc>>.

Securing personal information

To prevent any unauthorised access to your information, <<Name of Organisation>> has installed computer and network security, including password protection processes. <<Include any other security devices your association may have in place>>

Only staff authorised by the Chief Executive Officer <<insert any other appropriate senior management person if required>> have access to the data file information. Hard copies of information are stored in locked cabinets or equivalent off site secured storage areas.

Disclosure of personal information

Your personal information will only be used or disclosed by <<Name of Organisation>>, as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate <<Name of Organisation>> delivering better services and benefits to its members, personal information collected may be shared with other organisations, including <<insert relevant groups if any, e.g. National Sports Association>>.

Further, to conduct our operations, <<Name of Organisation>> occasionally engages independent operators and parties. Accordingly, some this information may be used or disclosed in part to:

- enable mail contractors to deliver documents and communications to members;
- officers of a government law enforcement agency in connection with the lawful performance of their duty;
- a debt collection agency for financial default purposes;
- send direct mail to members with news of special offers or the availability of new products or services;
- (Add other reasons if required)

Withdrawing consent for disclosure of information

If you do not consent to any of the disclosures above please advise <<Name of Organisation>> in writing. We will then ensure your personal information is not used for this purpose. This exemption cannot apply where <<Name of Organisation>> is required by law to provide such disclosure. If you do not object to the uses or disclosures as stated above, <<Name of Organisation>> will accept this as having received your express consent.

Accessing personal information

Members may, upon written request, access their own personal information which <<Name of Organisation>> has obtained from membership application forms and the related product or service forms it currently holds.

If for any reason <<Name of Organisation>> is not in a position to release personal information, for example in cases where it would be unlawful to do so, we will notify you of this refusal and the basis for it.

Making changes to personal information

<<Name of Organisation>> endeavours to ensure personal information held is accurate, complete and up-to-date. Where you believe personal information held is not accurate, complete or up-to-date, please advise <<Name of Organisation>> and every effort will be made to correct the information.

Lodging a complaint

For any purpose associated with privacy matters, including the lodgment of a complaint, please contact <<Name of Organisation>> immediately so we can quickly deal with your concern or complaint.

Our privacy policy

Copies of this privacy policy are available from the <<Name of Organisation>> office, or can be e-mailed or mailed to. This policy is also available on our website at <<www Website Address>>

This Privacy Statement was last amended on <<Date>>

Consent

I provide my consent for <<Name of Organisation>> to collect, use and disclose my personal information as outlined above.

I understand I am entitled to access my own records except where access would be denied for legal or other appropriate reasons.

I understand I may withdraw my consent for <<Name of Organisation>> to disclose my personal information (except where legal obligations must be met).

Member Name: _____

Signed: _____

Date: _____

<<Name of Organisation>>

Contact Details

<<Address>>

<<Phone>>

<<Fax>>

<<Email>>

<<Web>>