

<b>Sample Information Privacy Policy / Procedures</b>		Approval Date:	
		Review Date:	
		Version No:	
President:	Sign:	Name	
Vice-President:	Sign:	Name	

## PURPOSE

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

## POLICY

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

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:

Name of Club 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 other purposes 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 purposes.

## EXAMPLE CLUB CONSIDERATIONS

### Collection and Consent

On the Club's 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). This statement could include the likely distribution eg. the provision of health information to the team's first aid personnel, sharing contact details amongst team members or their parents for transport pooling for example. If there is a request for member data for an alternative reason, permission must be sought first. Eg. an equipment supplier wants to send out advertising material to your members. Your Club can also include in this section a request for consent for the taking and use of photographs in the Club Newsletters/website. Where consent is not given to distribute information, the member's details must be stored securely and is best kept in a separate database to avoid error.

### Storage and Access to Information

Information should be stored centrally (ie. housed together with a designated person) and is best kept away from the Club facility if possible. The storage should be secure eg. password protected computer, lockable filing cabinet. Only those officials stated on the Registration Form should be provided with member information and they should only receive information about the people they need to, when information is not required for any purpose, it should be destroyed

### Working With Children/ Police Check Reports

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.