



PRIVACY POLICY

Version 1 – June 2017

Introduction

The Committee of Management (COM) of the Pakenham Floorball Club, Inc (known in this document as the PFC) is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Purpose

The purpose of this document is to provide a framework for the PFC in dealing with privacy considerations.

Policy

The PFC collects and administers a range of personal information for the purposes of maintaining an accurate register of members. The PFC is committed to protecting the privacy of personal information it collects, holds and administers. The PFC recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies. The PFC refers to the 1988 Privacy Act (Cth) (as amended by the private sector provisions which came into effect on 21 December 2001) (the "Privacy Act") as well as the Health Records and Information Privacy Act 2002 (NSW) which impose specific obligations when it comes to handling information. The organisation has adopted the respective Privacy Principles contained in Acts as minimum standards in relation to handling personal information.

In broad terms this means that we:

- Collect only information which the PFC requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

Procedures

Collection

The PFC will:

- Only collect information that is necessary for the performance and primary function of the PFC;

This PFC Policy is to be read in conjunction with the PFC MPP (2017) and the Model Rules for an Incorporated Association (2012)

- Notify members about why we collect the information and how it is administered;
- Notify members that this information is accessible to them.

Use and Disclosure

The PFC will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose;
- For other uses the PFC will obtain consent from the affected person.

Data Quality

The PFC will:

- Take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform, as much as possible.

Data Security and Retention

The PFC will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Ensure that records no longer required will be destroyed in a manner which protects members' privacy.

Openness

The PFC will:

- Ensure members & affiliates are aware of PFC's Privacy Policy and its purposes;
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction

The PFC will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up-to-date.

Anonymity

The PFC will:

- Give members the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other service providers

The PFC:

- Can only release personal information about a person with that person's expressed permission. For personal information to be released, the person concerned must sign a release form;
- Can release information to third parties where it is requested by the person concerned.

Responsibility

The Committee of Management of the PFC is responsible for adopting & implementing this policy.

In reference to Clause 13.1(e) and Clauses 75.1.a, 75.1.b, and 75.1.c of the Model Rules for an Incorporated Association (2012), Clause 75.2 applies, as explained below.

Although financial members may request access to the minutes of general meetings and other documents of the PFC (Clause 13.1.e), access to the register of members (Clause 75.1.a), access to the minutes of general meetings (Clause 75.1.b), and access to the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings (Clause 75.1.c), the PFC reserves the right to refuse access to records that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association (Clause 75.2)