



QFNC PRIVACY POLICY

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

The **Queenscliff Football Netball Club** (QFNC) recognises the importance of privacy and is fully committed to protecting everyone's right to privacy, ensuring that personal or health information is collected, stored and used only in accordance with relevant privacy laws such as the Privacy Act 1988 (Commonwealth), Victorian Information Privacy Act 2000 and the Health Records Act 2001 (Victoria).

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:

- The **Queenscliff Football Netball 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

COLLECTION OF PERSONAL & HEALTH INFORMATION

The personal information we generally collect about you will depend on the primary purpose for which such information was collected. We may collect and hold various kinds of information about you in connection with our legitimate functions and activities, including:

- 'contact information', such as your name, phone numbers, mobile numbers, occupation, postal address details, emergency contact details, email address and social media details;
- your date of birth, age, gender, football / netball rankings and results;
- a mailing list so that the Club can distribute information to its members on key matters such as training, games, Club functions, etc. An email list for the parents of each junior team shall be developed at the start of each season to facilitate communication between the Club, Coaches and Team Managers to parents and players of that team. Details on this list shall include email address and telephone contact details.
- Also, the QFNC collects health information from its player members relating to treating and recording football injuries.
- Player membership information is gathered by the Barwon Football League via the PlayHQ registration site.

Version number:	2023-01	
Approved by:	Sherryn Ross	
Date:	16 January 2023	
Effective date:	01 February 2023	
Next Review date:	01 February 2024	
Policy Owner:	Club Secretary	



SECURITY OF INFORMATION

- The QFNC takes all reasonable steps to protect the personal information and the health information that it holds from misuse and loss, and from unauthorised access, modification or disclosure.

STORAGE AND ACCESS TO INFORMATION

- Information will be stored centrally on the clubs secure google drive with restricted access to committee members
- When information is not required for any purpose, it should be destroyed

RIGHT TO ACCESS INFORMATION

- All members have a right to access their personal information and have details updated if information is not accurate or complete.

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