

SHEPPARTON BADMINTON ASSOCIATION INC
PRIVACY POLICY

POLICY NAME	Privacy Policy
DATE OF ISSUE	July 1 2023
POLICY COVERAGE	This policy covers all SBA members and visiting players.
DATE OF REVIEW	Annually at the January General Meeting
CONTROLLING BODY	Shepparton Badminton Association Inc.

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

Shepparton Badminton Association is fully committed to protecting everyone's right to privacy. Club officials in collecting information 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:

- Shepparton Badminton Association 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, Committee Members and passed onto Badminton Victoria.
- Information will be securely stored.
- Information will be destroyed if it is no longer needed for any purposes.

PROCEDURES

Collection and Consent

- On our Club's Registration Form, we 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).
- The information collected should only be distributed for the stated purposes.
- If there is a request for member data for an alternative reason, permission must be sought first. E.g., an equipment supplier wants to send out advertising material to your members.
- 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 on our clubs secure website. The storage is secured by password and multi factor authentication. Hard copy information is stored in a lockable filing cabinet.
- Only required committee members will 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 will be destroyed.

Working With Children/ Police Check Reports

- This information can contain sensitive information and will be handled by the club's secretary. 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.