

# PRIVACY POLICY

Policy number	12431	Version	1.0
Drafted by	Michael Potter	Approved by Board on	22/03/2020
Responsible person	Suzie Baxter	Scheduled review date	22/03/2021

## INTRODUCTION

The Board of Sunshine Coast Beach Volleyball is committed to protecting the privacy of personal information which the organization 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 Sunshine Coast Beach Volleyball in dealing with privacy considerations.

## POLICY

Sunshine Coast Beach Volleyball collects and administers a range of personal information for the purposes of member registration, E-mail subscription, medical purposes etc. Sunshine Coast Beach Volleyball is committed to protecting the privacy of personal information it collects, holds and administers.

Sunshine Coast Beach Volleyball recognizes 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 and also reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

Sunshine Coast Beach Volleyball is bound by laws which impose specific obligations when it comes to handling information. Sunshine Coast Beach Volleyball has adopted the following principles contained as minimum standards in relation to handling personal information.

Sunshine Coast Beach Volleyball will:

- Collect only information which Sunshine Coast Beach Volleyball 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.

**AUTHORISATION**

**SUZIE BAXTER [SECRETARY]**

22/03/2020

Sunshine Coast Beach Volleyball

# PRIVACY PROCEDURES

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## RESPONSIBILITIES

Sunshine Coast Beach Volleyball's Board is responsible for developing, adopting and reviewing this policy.

Sunshine Coast Beach Volleyball's President is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

## PROCESSES

### Collection

Sunshine Coast Beach Volleyball will:

- Only collect information that is necessary for the performance and primary function of Sunshine Coast Beach Volleyball.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.
- Collect personal information from the person themselves wherever possible.
- If collecting personal information from a third party, be able to advise the person whom the information concerns, from whom their personal information has been collected.
- Collect Sensitive information only with the person's consent. (Sensitive information includes health information and information about religious beliefs, race, gender and others).
- Determine, where unsolicited information is received, whether the personal information could have collected it in the usual way, and then if it could have, it will be treated normally. (If it could not have been, it must be destroyed, and the person whose personal information has been destroyed will be notified about the receipt and destruction of their personal information).

### Use and Disclosure

Sunshine Coast Beach Volleyball will:

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

- In relation to a secondary purpose, use or disclose the personal information only where:
  - a secondary purpose is related to the primary purpose and the individual would reasonably have expected us to use it for purposes; or
  - the person has consented; or
  - Certain other legal reasons exist, or disclosure is required to prevent serious and imminent threat to life, health or safety.
- In relation to personal information which has been collected from a person, use the personal information for direct marketing, where that person would reasonably expect it to be used for this purpose, and Sunshine Coast Beach Volleyball has provided an opt out and the opt out has not been taken up.
- In relation to personal information which has been collected other than from the person themselves, only use the personal information for direct marketing if the person whose personal information has been collected has consented (and they have not taken up the opt-out).
- State in Sunshine Coast Beach Volleyballs privacy policy whether the information is sent overseas and further will ensure that any overseas providers of services are as compliant with privacy as Sunshine Coast Beach Volleyball is required to be.
- Provide all individuals' access to personal information except where it is a threat to life or health or it is authorized by law to refuse and, if a person is able to establish that the personal information is not accurate, then Sunshine Coast Beach Volleyball must take steps to correct it. Sunshine Coast Beach Volleyball may allow a person to attach a statement to their information if Sunshine Coast Beach Volleyball disagrees it is inaccurate.
- Where for a legal or other reason we are not required to provide a person with access to the information, consider whether a mutually agreed intermediary would allow sufficient access to meet the needs of both parties.
- Make no charge for making a request for personal information, correcting the information or associating a statement regarding accuracy with the personal information.

### **Storage Sunshine Coast Beach Volleyball**

- Implement and maintain steps to ensure that personal information is protected from misuse and loss, unauthorized access, interference, unauthorized modification or disclosure.
- Before Sunshine Coast Beach Volleyball discloses any personal information to an overseas recipient including a provider of IT services such as servers or cloud services, establish that they are privacy compliant. Sunshine Coast Beach Volleyball will have systems which provide sufficient security.
- Ensure Sunshine Coast Beach Volleyballs data is up to date, accurate and complete.

### **Destruction and de-identification (Sunshine Coast Beach Volleyball)**

- Destroy personal information once is not required to be kept for the purpose for which it was collected, including from decommissioned laptops and mobile phones.
- Change information to a pseudonym or treat it anonymously if required by the person whose information Sunshine Coast Beach Volleyball holds and will not use any government related identifiers unless they are reasonably necessary for our functions.

### **Data Quality**

Sunshine Coast Beach Volleyball will:

- Take reasonable steps to ensure the information that Sunshine Coast Beach Volleyball collects is accurate, complete, up to date, and relevant to the functions we perform.

### **Data Security and Retention**

Sunshine Coast Beach Volleyball will:

- Only destroy records in accordance with Sunshine Coast Beach Volleyball's Records Management Policy.

### **Openness**

Sunshine Coast Beach Volleyball will:

- Ensure stakeholders are aware of Sunshine Coast Beach Volleyball's Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on Sunshine Coast Beach Volleyball's website.

### **Access and Correction**

Sunshine Coast Beach Volleyball 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**

- Allow people from whom the personal information is being collected to not identify themselves or use a pseudonym unless it is impracticable to deal with them on this basis.

### **Making information available to other organisations**

Sunshine Coast Beach Volleyball can:

- Release information to third parties where it is requested in writing by the person concerned.

### **AUTHORISATION**

**SUZIE BAXTER [SECRETARY]**

22/03/2020

Sunshine Coast Beach Volleyball

## PRIVACY POLICY – FOR EXTERNAL USE/PRIVACY ACT COMPLIANCE

### PRIVACY POLICY

#### Your privacy is important

This statement outlines Sunshine Coast Beach Volleyball's policy on how Sunshine Coast Beach Volleyball uses and manages personal information provided to or collected by it.

Sunshine Coast Beach Volleyball is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act and is compliant with the Privacy Amendment (Enhancing Privacy Protection) Act 2012. Sunshine Coast Beach Volleyball may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Sunshine Coast Beach Volleyball's operations and practices and to make sure it remains appropriate to the changing legal environment.

#### **What kind of personal information does Sunshine Coast Beach Volleyball collect and how does Sunshine Coast Beach Volleyball collect it?**

The type of information Sunshine Coast Beach Volleyball collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Name
- D.O.B
- Address
- Phone numbers
- E-mail Address
- Medical History
- School
- Gender

#### **Personal Information you provide:**

Sunshine Coast Beach Volleyball will generally collect personal information held about an individual by way of: *phone calls, forms, website, meetings etc.*]. You do have the right to seek to deal with us anonymously or using a pseudonym, but in almost every circumstance it will not be practicable for us to deal with you or provide any services to you except for the most general responses to general enquiries, unless you identify yourself.

**Personal Information provided by other people:**

In some circumstances Sunshine Coast Beach Volleyball may be provided with personal information about an individual from a third party.

If the information is pertaining to a child (Under 18 years), Sunshine Coast Beach Volleyball will NOT hold, collect and store the information without parent consent.

**In relation to employee records:**

Under the Privacy Act the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to Sunshine Coast Beach Volleyball's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the Sunshine Coast Beach Volleyball and employee. However, the Sunshine Coast Beach Volleyball must provide access and ensure compliance with the Health Privacy Principles under the Victorian Health Records Act 2001.

**How will Sunshine Coast Beach Volleyball use the personal information you provide?**

Sunshine Coast Beach Volleyball will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

In relation to direct marketing, Sunshine Coast Beach Volleyball will use your personal information for direct marketing where you have provided that information, and you are likely to expect direct marketing: only then you will be sent direct marketing containing an opt out. If we use your personal information obtained from elsewhere we will still send you direct marketing information where you have consented and which will also contain an opt out. We will always obtain your consent to use sensitive information as the basis for any of our direct marketing.

We may use video surveillance for security purposes and the footage will be used only by Sunshine Coast Beach Volleyball and by the providers of our security services for security purposes. Surveillance videos are not used by Sunshine Coast Beach Volleyball for other purposes and the footage is not publicly available. Surveillance cameras are not located in any bathrooms or change room facilities.

**Job applicants, staff members and contractors:**

In relation to personal information of job applicants, staff members and contractors, Sunshine Coast Beach Volleyball's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which Sunshine Coast Beach Volleyball uses personal information of job applicants, staff members and contractors include:

- for insurance purposes
- for child protection purposes
- for marketing purposes



- to satisfy Sunshine Coast Beach Volleyball’s legal obligations,

Where Sunshine Coast Beach Volleyball receives unsolicited job applications these will usually be dealt with in accordance with the unsolicited personal information requirements of the Privacy Act.

#### **Volunteers:**

Sunshine Coast Beach Volleyball also obtains personal information about volunteers who assist Sunshine Coast Beach Volleyball in its functions or conduct associated activities, such as to enable Sunshine Coast Beach Volleyball and the volunteers to work together.

#### **Marketing and fundraising:**

Sunshine Coast Beach Volleyball **treats marketing and seeking donations for the future growth and development of Sunshine Coast Beach Volleyball as important.** Personal information held by Sunshine Coast Beach Volleyball may be disclosed to an organisation that assists in Sunshine Coast Beach Volleyball’s fundraising, for example, Sunshine Coast Beach Volleyball’s marketing organisation.

#### **Who might Sunshine Coast Beach Volleyball disclose personal information to?**

Sunshine Coast Beach Volleyball may disclose personal information, including sensitive information, held about an individual to:

- government departments;
- people providing services to Sunshine Coast Beach Volleyball
- when required by law
- Anyone you authorise Sunshine Coast Beach Volleyball to disclose information to.

#### **Sending information overseas:**

Sunshine Coast Beach Volleyball will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- Otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

#### **Sunshine Coast Beach Volleyball uses overseas providers of IT services including servers and cloud services.**

#### **How does Sunshine Coast Beach Volleyball treat sensitive information?**

In referring to ‘sensitive information’, Sunshine Coast Beach Volleyball means:

“information relating to a person’s racial ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual”.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

### **Management and security of personal information**

Sunshine Coast Beach Volleyball's staff are required to respect the confidentiality of personal information and the privacy of individuals.

Sunshine Coast Beach Volleyball has in place steps to protect the personal information Sunshine Coast Beach Volleyball holds from misuse, loss, unauthorised access, modification, interference or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

When you use our website, having your cookies enabled will allow us to maintain the continuity of your browsing session and remember your details when you return. We may also use web beacons, Flash local stored objects and JavaScript. If you adjust your browser settings to block, reject or delete these functions, the webpage may not function in an optimal manner. We may also collect information about your IP address, although this may not identify you.

### **Updating personal information**

Sunshine Coast Beach Volleyball endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by Sunshine Coast Beach Volleyball by contacting the Privacy Officer of Sunshine Coast Beach Volleyball at any time.

The Australian Privacy Principles and the Health Privacy Principles require Sunshine Coast Beach Volleyball not to store personal information longer than necessary. In particular, the Health Privacy Principles impose certain obligations about the length of time health records must be stored.

You have the right to check what personal information Sunshine Coast Beach Volleyball holds about you.

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information which Sunshine Coast Beach Volleyball holds about them and to advise Sunshine Coast Beach Volleyball of any perceived inaccuracy. There are some exceptions to this right set out in the applicable legislation. To make a request to access any information Sunshine Coast Beach Volleyball holds about you, please contact the Privacy Officer in writing.

Sunshine Coast Beach Volleyball may require you to verify your identity and specify what information you require. Although no fee will be charged for accessing your personal information or making a correction, Sunshine Coast Beach Volleyball may charge a fee to retrieve and copy any material. If the information sought is extensive, Sunshine Coast Beach Volleyball will advise the likely cost in advance.

### **How long will Sunshine Coast Beach Volleyball keep my information?**

Under our destruction and de-identification policies, your personal information that is no longer required will be de-identified or destroyed. In many circumstances, however it will be kept for marketing purposes, as you will have consented to that in writing with us.

### **Enquiries and privacy complaints**

If you would like further information about the way Sunshine Coast Beach Volleyball manages the personal information it holds, please contact the Privacy Officer. If you have any concerns, complaints or you think there has been a breach of privacy, then also please contact the Privacy Officer who will first deal with you usually over the phone. If we then have not dealt satisfactorily with your concerns we will meet with you to discuss further. If you are not satisfied with our response to your complaint within 30 days from this meeting then you can refer your complaint to the Office of the Australian Information Commissioner via:

Email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

Tel: 1300 363 992