



## **SMSC 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**

SMSC is fully committed to protecting everyone's right to privacy. In collecting information, club officials 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:

- SMSC 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 purpose.

SMSC's policies in respect to its management of personal information are set out in this Privacy Policy. In this Privacy Policy the term "personal information" refers to any information or opinion about an individual whose identity is apparent or can be reasonably ascertained from the information or opinion.

### **Collection**

#### **What personal information does SMSC collect and hold?**

The kinds of personal information that SMSC collects and holds include:

- Contact information.
- Any information for the purpose of administering and developing Futsal programs and initiatives.
- On the Club's Registration Form, SMSC will 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 e.g. the provision of health information to the team's first aid personnel, sharing contact details with the Team Manager etc.

#### **What sensitive information does SMSC collect and hold?**

The kinds of sensitive information that SMSC collects and holds include:

- Health information about an individual.
- Information regarding Court Orders.

**How does SMSC collect information?**

SMSC collects personal information through:

- Participant and/or parent/guardian registration (online);
- Through the provision of programs to Futsal participants.

**Why does SMSC collect personal information?**

SMSC collects personal information:

- To process registration of program participants;
- To identify, create and provide programs; and
- To maintain participant records.

**What if I do not wish to provide personal information?**

You can choose not to provide personal information. You can also choose not to identify yourself when dealing with SMSC or in the course of your dealing with SMSC and identify yourself using a pseudonym.

However, if personal information is not provided or you do not identify yourself, SMSC might not be able to effectively provide a resolution in the event of a complaint or other matter.

**Use and Disclosure****How and where does SMSC use and disclose personal information?**

SMSC uses personal information for the purposes for which information is collected.

SMSC may disclose personal information to the following persons, organisations or types of organisations for the purposes of promoting Futsal and/or for the purposes of identifying, creating and providing programs:

- Pro Futsal
- Medical provider in the event of injury
- Relevant authorities (for example, Victoria Police, DFFH)

Any person who is an SMSC Committee member may have his or her name and contact information published on the SMSC website and in other SMSC publications.

**What if I do not want my personal information to be disclosed?**

If you do not want your personal information to be disclosed SMSC will endeavour to accommodate this request provided that disclosure is not required by law.

However, if your personal information is not disclosed SMSC might not be able to effectively provide you with certain programs.

**Data Security**

SMSC takes reasonable steps to keep all personal information secure and to protect that personal information from misuse, interference and loss and from unauthorised access, modification or disclosure.

If SMSC determines that personal information is no longer needed for any purpose, SMSC will take reasonable steps to destroy or permanently de-identify that personal information, unless the information is required by law to be retained.

When using the SMSC website and/or the registration and competition management platform you should be aware that no data transmission over the internet can be guaranteed as totally secure. Although SMSC strives

to protect such information, SMSC does not warrant the security of any information transmitted to it over the internet. Any information transmitted to SMSC over the internet is done so at the risk of the person or organisation transmitting the information.

#### **Access, Corrections, Complaints and Further Information**

SMSC endeavours to keep personal information accurate, complete and up-to-date. The accuracy of information depends on the information you provide. You are encouraged to regularly review and update your personal information, including your contact details. If there are any errors in your personal information that you provide in our registration platform, you can correct or update that information by contacting the Committee with the updated information.

If any person wishes to access, review or request corrections to his or her personal information held by SMSC or complain about a breach of the Australian Privacy Principles the person may do so at any time by contacting the SMSC Committee via email. However, SMSC may refuse to provide any person with access to information where SMSC is permitted by law to withhold that information.

When SMSC receives complaints regarding a breach such as that identified above, SMSC will review and respond to the complaint within a reasonable period after receipt of the complaint.

#### **Notifiable Data Breaches Scheme**

In the event of any loss, or unauthorised access or disclosure of your personal information that is likely to result in serious harm to you, in accordance with our obligations under the Notifiable Data Breaches Scheme, we will investigate and notify you and the Australian Information Commissioner as soon as practicable of becoming aware of the loss, or unauthorised access or disclosure, in accordance with the [Privacy Act](#). When notifying you and the Australian Information Commissioner, we will outline the steps that will be undertaken in response to the breach. A review of the breach will be undertaken and actions implemented to prevent a future breach.

#### **Opt-out/Unsubscribe**

You can easily opt-out or unsubscribe from marketing communications or any communications that are not Futsal related participant activities at any time by contacting us using the contact details specified and contained in the relevant communication(s) sent to you.

If any person requires information about the way SMSC manages you or your dependent's personal information or has any queries, problems or complaints the person should also contact SMSC on the details below.

Email: [smc.mtevelyn@gmail.com](mailto:smc.mtevelyn@gmail.com)