



# PRIVACY POLICY

## Washington Park Cricket Club

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### 1. PURPOSE

This policy outlines our procedures for the collection and use of personal information to ensure compliance with state and national legislation for privacy. The purpose of this Privacy Policy is 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.

### 2. RATIONALE

Washington Park Cricket Club (The Club) recognizes that all the information it holds about its Members (including players, coaches, officials and other club representatives) is personal information, and the Club has obligations under privacy legislation for the collection, use, disclosure, quality, security and access to personal information.

Washington Park Cricket Club Committee 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 Club 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.

### 3. COLLECTION OF PERSONAL INFORMATION

All players, parents of players, administrators, officials, coaches and supporters are required to complete a registration form on [mycricket.cricket.com.au](http://mycricket.cricket.com.au) before they can become a Member of Washington Park Cricket Club. The registration form sets out the information that is to be collected by The Club and describes the purposes for which the collected information will be used. Each individual is responsible for providing their information on the registration form. In completing and submitting the registration form the individual is providing their consent for The Club to use the personal information for The Club's function and activities.

The individual is responsible for the accuracy of the personal information. The Club will request all Members to complete the registration form on an annual basis to ensure the information remains accurate, complete and current.

### 4. USE AND DISCLOSURE OF PERSONAL INFORMATION

The Club shall only use personal information as necessary for The Club's functions and activities, including:

- Registration of players with the cricket Associations and competitions where The Club has registered teams.
- Notification of player contact details to Senior Coordinator, Junior Coordinator, Club Coaches, Captains, Team Managers, Team Coaches or any other team or player representative appointed by The Club Committee.



- To allow Members to receive information on the Club events, functions and activities through The Club's communication platforms.
- For notification to Members of information from Committee approved Sponsors and Partners of The Club for the purposes of raising revenue for The Club.

From time-to-time, The Club may wish to take and use photographs or video recordings in Club communications and on The Club website. The Club will not take photos, videos or other recordings of Children and Young People without the prior consent of their parent or guardian. Any photos, videos or other recordings must be in connection with the Child or Young Person's participation in our sport.

Where information is required for other purposes other than those for which it was collected and described above, agreement will be sought from Members beforehand.

## 5. SECURITY OF PERSONAL INFORMATION

Personal information collected by The Club is stored on databases which are only accessible to the Secretary and the Communications Coordinator. The Secretary may distribute selected personal information to other Club officials for the purposes of undertaking The Club's functions and activities.

Where consent is not given to distribute information, the member's details will be stored securely in a separate database.

## 6. WORKING WITH CHILDREN INFORMATION

The Club is required to maintain a current register of Members with Working with Children checks. This register can contain sensitive information and is handled by a designated club official. The information is treated as strictly confidential.

## 7. POLICY PROMOTION AND IMPLEMENTATION

- A current copy of our club's privacy policy will be available to all members on the website
- Anyone wishing to discuss this policy can contact the Secretary.
- Breaches of the policy will be addressed by The Club Committee.

## 8. POLICY REVIEW

This policy will be reviewed every two years to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

### SIGNATURES:

Signed: Chris Gorrie  
Club President

Date: May 2020

Signed: Andrew Kindred  
Club Secretary

Date: May 2020



Next policy review date is May 2022.

**ENQUIRIES REGARDING OUR POLICY:**

EMAIL: [washingtonparkcc@gmail.com](mailto:washingtonparkcc@gmail.com)