



BARWON SOCCER CLUB

INFORMATION PRIVACY POLICY AND PROCEDURES

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

Barwon Soccer Club's 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 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:

- Barwon Soccer 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

PROCEDURES

Collection and Consent

- All data is collected through the online registration process on PlayFootball.
- The information collected is only distributed for the purposes of showing to match officials or to team officials for communication purposes
- If there is a request for member data for an alternative reason, permission will be sought first.

- As a general rule, the Club will not take or publish photos or videos of minors on its social media channels. Any photos or videos can be taken by parents or guardians with the consent of the other parents or guardians of that team.

Storage and Access to Information

- Information is stored centrally online in the PlayFootball system and also in a secure Dropbox
- Only the Committee members and team officials are provided with member information and they only have access to the information about the people they need to.

Working with Children/ Police Check Reports

This information can contain sensitive information and should be handled by a designated and responsible person within the Club. 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.

President	Colin Drain	Sign:
Secretary	Rachael Marshall	Sign: