



CAIRNS SAINTS FOOTBALL AND NETBALL CLUB PRIVACY AND CONFIDENTIALITY

PRIVACY

The Cairns Saints Australian Football and Netball Club maintains various databases of information about our club members, in order to meet regulatory requirements and to allow the club to effectively communicate with its members. The Club has a responsibility to its players, members and committee to ensure the confidentiality of personal information at all times and will not disclose any information unless approval has been given by the appropriate individual. In some circumstances, written approval from the appropriate individuals will be required prior to personal information being used or disclosed.

Collection of personal information

During the course of business, the club may collect personal information including but not limited to, the following:

- name, postal/email address, gender, occupation, contact information, email address and favourite AFL Club and/or Netball Club
- information about dealings with Australian Football Bodies, including membership history, subscriptions for Australian Football Bodies' services and Australian Football Bodies' products ordered or purchased
- information about dealings with Australian Netball Bodies, including membership history, subscriptions for Australian Netball Bodies' services and Australian Netball Bodies' products ordered or purchased
- credit card information

By providing the club with Personal Information, an individual consents to that information being collected, used, disclosed and stored in accordance with this Privacy Policy. If an individual does not give Personal Information to the club, it may affect the ability of the club to provide the individual with products and/or services.

Storage of personal information

Wherever reasonably practicable, the club should store Personal Information on computer hard drives and/or data servers that are owned and controlled by the club and are located within the confines of the club's premises. In some circumstances, the club's storage system may be offsite and therefore the information will be contained within the confines of the offsite premises.

Use and disclosure of personal information

The club uses Personal Information for the purposes for which it was collected and related purposes, including but not limited to:

- provide products and services to the individual, to manage and account for the products and services, and to improve the products and services
- manage their relationship(s) with the individual
- provide the individual with information about events, products and/or services that may interest the individual
- facilitate the internal business operations of the club
- promote and market the club's events, products or services to the individual

The club may disclose Personal Information for the purposes listed above and also if required by law as permitted under the National Privacy Principles.

Security of personal information

The club should take reasonable steps to protect all Personal Information from misuse, loss, unauthorised access, modification or disclosure. The club should take reasonable steps to hold information securely in electronic or physical form. The club should store Personal Information in access controlled premises or in electronic databases requiring logins and passwords. Where reasonably practicable, individuals with access to confidential information held by the club are subject to confidentiality obligations as detailed in this policy.

Access to personal information

An individual may request access at any time to Personal Information held by the club. It is also the responsibility of the individual to ensure personal details are updated at all times. The club may refuse to provide access to personal details if permitted to do so by law.

No liability

To the maximum extent permissible by law, the club expressly disclaims any liability for a breach of this Policy. By providing the club with Personal Information, an individual acknowledges that any damage caused to that individual or any other individual by the disclosure of that information shall be limited to the amount recoverable under applicable legislation and otherwise not be recoverable from the club.

Misuse of personal information

In the event that the club determines that a Member has, or may have, used or disclosed Personal Information other than in accordance with this Policy, the matter will be referred to the committee and appropriate action will be taken.

CONFIDENTIALITY

All players, members and the committee must ensure confidentiality of information about the club at all times and under no circumstances is any individual to discuss confidential club related matters unless directed to do so by a senior member of the Committee. If confidential information is revealed by a club member, the matter will be referred to the committee and appropriate action will be taken.

Date of policy: 7th of October 2013

Review date: 7th of October 2017



Cairns Saints Australian Football Club Inc