



Montmorency Junior Football Club

Privacy Policy

This policy will outline Montmorency Junior Football Club's approaches & expectations concerning Privacy:

Purpose

The purpose of this policy is to ensure MJFC comply with National Privacy Principles of confidentiality and privacy and to provide guidelines:

- for the collection, storage, use, disclosure and disposal of personal information, including
 - photos, videos and health information at Montmorency Junior Football Club to ensure compliance with privacy legislation.

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Policy: Privacy

Privacy Policy

The Montmorency Junior Football Club Inc. (MJFC) Football Club abides by The Privacy Act and complies with National Privacy principles as set out below.

MJFC is committed to:

- responsible and secure collection and handling of personal information
- protecting the privacy of each individual's personal information
- ensuring individuals are fully informed regarding the collection, storage, use, disclosure and disposal of their personal information, and their access to that information.

Background

Sporting clubs are obligated by law to comply with the privacy and health records legislation when collecting personal and health information about individuals.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- Associations Incorporation Reform Act 2012 (Vic)
- Freedom of Information Act 1982 (Vic)
- Health Records Act 2001 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Privacy Act 1988 (Cth)
- Privacy Amendment (Enhancing Privacy Protection)Act 2012 (Cth)
- Privacy Regulations 2013 (Cth)
- Public Records Act 1973 (Vic)

Policy: Privacy

The terms defined in this section relate specifically to this policy.
Freedom of Information Act 1982: Legislation regarding access and correction of information requests.

The most current amendments to listed legislation can be found at:

- Victorian Legislation - Victorian Law Today
<http://www.legislation.vic.gov.au/>
- Commonwealth Legislation - ComLaw: <http://www.comlaw.gov.au/>
 - Health information: Any information or an opinion about the physical, mental or psychological health or ability (at any time) of an individual.

Health Records Act 2001: State legislation that regulates the management and privacy of health information handled by public and private sector bodies in Victoria.

Identifier/Unique identifier: A symbol or code (usually a number) assigned by an organisation to an individual to distinctively identify that individual while reducing privacy concerns by avoiding use of the person's name.

Personal information: Recorded information (including images) or opinion, whether true or not, about a living individual whose identity can reasonably be ascertained.

Privacy and Data Protection Act 2014: State legislation that provides for responsible collection and handling of personal information in the Victorian public sector, including some organisations, such as early childhood services contracted to provide services for government.

It provides remedies for interferences with the information privacy of an individual and establishes the Commissioner for Privacy and Data Protection.

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Privacy Act 1988: Commonwealth legislation that operates alongside state or territory Acts and makes provision for the collection, holding, use, correction, disclosure or transfer of personal information.

The Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth) introduced from 12 March 2014 has made extensive amendments to the Privacy Act 1988.

Privacy breach: An act or practice that interferes with the privacy of an individual by being contrary to, or inconsistent with, one or more of the information Privacy Principles (refer to Attachment 1: Privacy principles in action) or the new Australian Privacy Principles (Attachment 7) or any relevant code of practice.

Public Records Act 1973 (Vic): Legislation regarding the management of public sector documents.

Sensitive information: Information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preference or practices, or criminal record. This is also considered to be personal information.

Holding records

The MJFC will only hold information about members and players to allow us to satisfy the legislative requirements and to formulate a medical register in order to make coaches and Team managers aware of individuals illnesses which may have an affect on them playing sport eg asthma or diabetes.

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The information that MJFC collects be protected from misuse, loss or unauthorised disclosure according to the national privacy principles, which are set out below.

If any MJFC member has any concerns or wishes to make a complaint about possible breaches they will be requested to write to the Club Secretary. The letter should outline the complaint and nature of breach. The matter will then be investigated and a response will be forwarded at the completion of the investigation.

In all cases where other organizations request personal information the MJFC will seek consent from the individual concerned before disclosing it.

National Privacy Principles

- Collection of information - MJFC will ensure that whatever personal information we collect is necessary and that we collect it directly from the individual and in the case of younger children from their legal guardians or parents.
- Each individual will be informed of the purpose for collection and the types of organisations to which it may be disclosed and that the individual can access the information
- Use and disclosure - MJFC will only use and disclose personal information for the purpose for which it was collected or a related secondary purpose eg medical registers. In all other cases OPAAFC will seek and gain consent for disclosure of information for other purposes.
- Accuracy - The MJFC will make an effort to ensure that all the information that is collected is accurate, complete and up to date.

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- Security - All personal information will be stored safely from misuse, unauthorized access or disclosure. To this end all forms containing information will be locked in a secure cabinet inside a locked office. When a person stops being a member of the MJFC, all information in regards to that person will be destroyed utilising a criss-cross security shredder.
- Access and Correction - When requested the MJFC will provide individuals with access to the personal information that we have about them.
- Identifiers - When collecting information MJFC will not use or adopt identifiers assigned by the Commonwealth Government eg Medicare Numbers.
- Anonymity - When collecting information the MJFC will allow individuals to remain anonymous when it is lawful and practicable to do so.
- Sensitive information - The MJFC will not collect sensitive information without a person's consent.

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