



# Waverley Baseball Club

## Information Privacy Policy / Procedures

<b>Information Privacy Policy / Procedures</b>		Approval Date:	20 Feb 2023
		Review Date:	April 2024
		Version No:	V1.2
<b>President:</b>	Sign:	Name: Andrew Ferguson	
<b>Vice-President:</b>	Sign:	Name: Ryan Stanaway	

### 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

Waverley Baseball Club Board 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 Board'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:

- Waverley Baseball 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 Board Members where appropriate
- Information will be securely stored
- Information will be destroyed if it is no longer needed for any statutory or historical purposes

### CLUB PROCEDURES

#### Collection and Consent

- The Club's Registration Form 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 players under 18 years). This statement could include the likely distribution e.g. the provision of health information to the team's first aid personnel, sharing contact details amongst team members or their parents for transport pooling for example.
- The information collected should only be distributed for the stated purposes
- Parents/carers may request that certain information is not made generally available for the protection of family members
- If there is a request for member data for an alternative reason, permission must be sought first
- The Registration form will include a section requesting for consent for the taking and use of photographs in the Club Newsletters / website. The names of anyone not allowing permission will be provided to the Team Managers and Club Secretary.
- Where consent is not given to distribute information, the member's details must be stored securely and is best kept in a separate database to avoid error.



# Waverley Baseball Club

## Information Privacy Policy / Procedures

### **Storage and Access to Information**

- Information should be stored centrally (i.e. housed together with a designated person) and is best kept away from the Club facility if possible. The storage should be secure e.g. password protected computer, lockable filing cabinet.
- Only those officials stated on the Registration Form should be provided with member information and they should only receive information about the people relevant to them
- When information is not required for any purpose, it should be destroyed

### **Working With Children/ Police Check Reports**

- This information can contain sensitive information and will only be handled by the Club Secretary/Registrar. Information provided in these reports is strictly confidential and will only be brought to the attention of the Board when the report content requires some action.