



# **Bentleigh Calisthenics College Inc**

## **Information Privacy Policy**

### **Purpose**

To ensure that all Bentleigh Calisthenic College 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**

Bentleigh Calisthenics College 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 Bentleigh Calisthenics College 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:

- Bentleigh Calisthenics College 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 Coaches, Class Reps and Committee members if required.
- Information will be securely stored
- Information will be destroyed if it is no longer needed for any purposes

### **Information Privacy Procedures**

#### **Collection and Consent**

At the start of each year each member needs to complete the following forms:

- Club Registration
- Code of Conduct – Participant (as required by the Australian Federation of Calisthenics)
- Code of Conduct – Parents & Guardians (as required by the Australian Federation of Calisthenics)
- Medical Attention Form
- Media Release & Privacy Statement
- CVI Media Release Form

These forms are stored in the Class Rep folder and can only be accessed by the Coach or Committee Member (for example, Secretary requires information for registration). At the end of year the Class Representative is responsible for securely destroying all these forms.

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

- All member information is stored in the Class Rep folder that is in possession of the Section Class Representative. No member forms are left on the premises that we share with other community groups.
- Only the Class Representative and Section Coach have access to any member information contained in the Class Representative folder. The Secretary can access the information for registration purposes.
- At the end of each year, all member forms are securely destroyed by the Class Representative.

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

- All Coach, Assistants, Helpers and Committee members' records are stored in the Coaches Information Folder that is in the possession of the President.