

# PRIVACY AND CONFIDENTIALITY POLICY



Policy number	HR- 5.4	Version	2.0
Drafted by	Catriona Herz	Approved by Committee	27/01/20
Responsible person	President	Scheduled review date	27/01/22

## INTRODUCTION

Findon Calisthenics Club is committed to protecting the privacy and confidentiality of personal information which the club collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

## PURPOSE

The purpose of this document is to provide a framework for Findon Calisthenics Club in dealing with privacy and confidentiality considerations.

## POLICY

Findon Calisthenics Club collects and administers a range of personal and confidentiality information for the purposes of members, coaches, volunteers, fire readiness, programs and marketing of the club. Findon Calisthenics Club is committed to protecting the privacy and confidentiality of personal information it collects, holds and administers.

Findon Calisthenics Club recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy and confidentiality values are reflected in and supported by our core values and philosophies.

Findon Calisthenics Club is bound by laws which impose specific obligations when it comes to handling information. The club has adopted the following principles contained as minimum standards in relation to handling personal information.

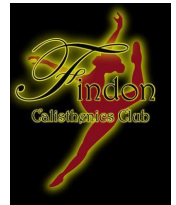
Findon Calisthenics Club will

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders, members are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

## AUTHORISATION

Rosa Cornwell  
27/01/20

Findon Calisthenics Club



## PROCEDURES

### RESPONSIBILITIES

Findon Calisthenics Club is responsible for developing, adopting and reviewing this policy.

Findon Calisthenics Club is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

### PROCESSES

#### Collection

Findon Calisthenics Club will:

- Only collect information that is necessary for the performance and primary function of Findon Calisthenics Club.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

#### Use and Disclosure

Findon Calisthenics Club will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, Findon Calisthenics Club will obtain consent from the affected person.

#### Data Quality

Findon Calisthenics Club will:

- Take reasonable steps to ensure the information the organisation collects is accurate, complete, up to date, and relevant to the functions we perform.

#### Data Security and Retention

Findon Calisthenics Club will:

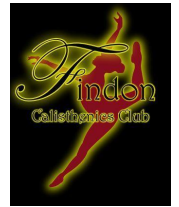
- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with the clubs Records Management Policy.

#### Openness

Findon Calisthenics Club will:

- Ensure stakeholders are aware of Findon Calisthenics Club Privacy and Confidentiality Policy and its purposes.

# PRIVACY AND CONFIDENTIALTY POLICY



- Make this information freely available in relevant publications and on the organisation's website.

## **Access and Correction**

Findon Calisthenics Club will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

## **Anonymity**

Findon Calisthenics Club will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

## **Making information available to other organisations**

Findon Calisthenics Club will:

- Only release personal information about a person with that person's express permission. For personal information to be released, the person concerned must sign a release form.
- Can release information to third parties where it is requested by the person concerned.