



NEWTON JAGUARS NETBALL CLUB

NJNC POLICIES AND PROCEDURES

PRIVACY POLICY

PURPOSE;

This policy is designed to ensure that all members within NJNC are aware of their rights under the Privacy Act, in regard to personal information provided to the club.

DEFINITIONS

Personal information

Information or an opinion, whether true or not, relating to a natural person or the affairs of a natural person whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Members

Where the term 'member' appears in this or any supporting policies, member includes all coaches, managers, players, committee members and parents involved at all levels of the club.

POLICY

- Newton Jaguars Netball Club Inc. is committed to providing an environment where information is securely stored. Therefore, the NJNC will make every effort to ensure that members are provided with security in the knowledge private information will not be disclosed other than for the purposes outlined in this document. Newton Jaguars also recognises that all officials are owed the same duty of care.
- Support and training will be provided to ensure Coaches, Managers and Committees understand their roles and responsibilities.

OBJECTIVES

Newton Jaguars will provide leadership and support to ensure that the following policy objectives are achieved:

- Keep stored information confidential
- Make reasonable efforts to keep any information about any individual secure.
- To ensure all officials or agents who have access to information do not make unauthorised use, modification, reproduction or disclosure of that information.
- The club will only disclose information that we have about an individual
- To the extent specifically required by law
- For the purpose of providing medical aid to any member.
- For the purpose of registration or complying with SANA requirements
- To financial institutions for the purpose of payment of accounts



NEWTON JAGUARS NETBALL CLUB

PRIVACY POLICY Continued

RESPONSIBILITIES

Responsibilities for the storage and disclosure of information within the Newton Jaguars Netball Club Inc. are allocated at all levels within the club according to the level of authority and competence. In particular the following:

MANAGEMENT COMMITTEE

The Management Committee has ultimate responsibility for the implementation of this policy. The responsibility includes:

- The commitment to a secure storage of personal information.
- Ensuring disclosure of information is only given in matters relating to medical treatment, registration, grading and when permission has been granted by the player.
- Ensure all players, parents and staff understand the Privacy policy within the club.

COACHES

Coaches are responsible for ensuring that the policy is implemented and adhered to. Coaches will meet the following responsibilities:

- Ensure they, their manager and players are familiar with this policy and confident to use it where necessary.

MEMBERS

- All members of the club will respect the rights of individuals and their privacy.
- Shall not disclose personal information about any player to any third party.

ACCESS TO RECORDS

Where an agency has in its possession or under its control records of personal information, the record-subject should be entitled to have access to those records in accordance with the Freedom of Information Act 1991.

REFERENCES

- Federal Privacy Act 1988
- Amendments to Privacy Act 2001.