

# Blaxland Soccer Club Privacy Policy

Blaxland Soccer Club (BSC) is a sporting organisation and an incorporated body, which promotes and organises Football (Soccer) activities for residents of the lower Blue Mountains region in the state of New South Wales. BSC is a member of a larger organisation the Nepean District Soccer Football Association (N.D.S.F.A).

This organisation is responsible for the development, organisation and promotion of Football (Soccer) within the Nepean region of New South Wales. N.D.S.F.A runs and manages a competition, which members of BSC participate in.

BSC has adopted a set of privacy principles based on the National Privacy Principles contained in schedule (3) of the Privacy Act 1988 (as amended) in 2001. BSC is committed to abiding by the provisions of the Privacy Act 1988 and its principles.

It should be noted that the BSC due to its size is not required under the act to enact a Privacy Policy but has done so in the interest of protecting the Privacy of it's members.

The privacy policy of the BSC includes the transfer of data to third parties including N.D.S.F.A and other bodies concerned with the administration of Football (Soccer) in Australia. This includes Soccer NSW, which is N.D.S.F.A parent body. Soccer NSW is the senior state-sporting organisation responsible for the development, organisation and promotion of Football (Soccer within the state of NSW).

Member's details may also be forwarded to other organisations involved with the running of Soccer in Australia. This includes but is not limited to Soccer Australia and the Australian Sports Commission.

The BSC recognises and supports a person's right to privacy in relation to their information and the BSC will handle such information in accordance with the principles of the Privacy Act.

If you have any questions on the privacy of your personal information or the club's policy please contact the Privacy Officer.

## **Personal Information**

Personal information is any information about you that identifies you or information by which you can be reasonably identified. We collect personal information so that we can provide you with the services you are requesting.

BSC holds personal information that may include an individual's name, date of birth, title, current and previous addresses, telephone numbers, school attended, email addresses, playing history, occupation, financial details (including credit card details) and other relevant details relating to an individual's involvement in the sport of Soccer within the activities of the BSC.

If we do not collect the personal information we need, we or any other involved organisation may not be able to provide the appropriate services.

As an individual you may elect to not provide the personal information requested by BSC. Accordingly we may not be able to provide the services required by you and process any applications to compete in competitions, which BSC participate in or be included in special development programs or coaching programs, which BSC is affiliated with or is sponsoring.

## **Personal Information Collection**

The BSC collects personal information about you in a number of different ways. These include information received directly from you through the completion of application and registration forms, other documents to enrol in specific development programs or formal requests for any related services.

We may collect personal information about you when you deal with us over the telephone, send correspondence, visit websites we operate or through personal contact. There may be occasion when we collect information about you from a third party, for example a team mate and or coach who provides such information to us.

When you use the internet we may collect information relating to the pages on the website we operate that you use

BSC will not collect personal information unless the information is necessary for one or more of its functions or activities.

## **Use of Personal Information**

The personal information that is supplied to the BSC will be used to provide our services to you. This includes registering you for participation in competitions and fulfilling administration functions.

Additionally this information may be used to manage and administer the activities of the BSC to include, but not limited to, the payment of fees and charges as levied.

When we collect your personal information we will give you the option of advising us that if you do not want us or any, third party to use the information for any disclosed secondary purpose. You may also at a later date notify us of this by contacting the privacy officer of the BSC.

BSC for its own internal management may issue you with a unique identifier within its administrative systems. We will not disclose this identifier to any third party organisation. BSC will not use or store any Commonwealth Government identifiers such as Tax File Numbers or Medicare numbers on our records.

### **Disclosure of Personal Information**

The BSC will unless otherwise stated disclose your personal information to third parties including the NDSFA. The information we pass on will be only the information a reasonable person would consider necessary to allow the BSC to provide the service you have requested.

Your personal details as described previously (see section titled Personal Information) will be passed on to NDSFA to allow NDSFA to run and organise a competition for which the registered player has requested involvement. Your personal information may be sent to other parties as necessary to allow BSC to provide the services you have requested.

BSC will not use or disclose personal information about you for a purpose other than that required for providing the service requested. This may include sending your personal information to outside service providers who may now or a time in the future complete operational tasks for BSC. This may include Information technology, debt recovery, customer enquiries, insurance and, marketing services.

BSC may provide your personal information for a secondary purpose to third parties if the secondary purpose is directly related to the primary purpose of collection and the individual would reasonably expect BSC to use or disclose the information for a secondary purpose.

If we release your personal information to third parties we will generally require that party to protect your information in the same way that we do. Please note that NDSFA at this time does not have a published privacy policy.

### **Access to your Personal Information**

We will on request provide the personal information we hold on you, to you, in accordance with the provisions of the National Privacy Principles. To request access to your personal information please contact the privacy officer.

### **Ensuring your personal information is accurate**

We will take reasonable steps to ensure that your personal information is accurate, up to date and complete when we collect or use it. You may contact us at any time to update your personal information or tell us that the information is incorrect or incomplete.

### **Security**

BSC will take all reasonable steps to protect the personal information it holds on an individual from misuse and loss and from unauthorised access, modification or disclosure. BSC will use a variety of physical and electronic security measures to protect member's personal information. These will include restricting physical access to records and offices and the use of passwords, firewalls and secure databases.

### **Security of your Personal information online / Online Privacy issues**

Generally, e-mail is not a secure way to communicate and you should be aware of this when sending personal information to us by email.

BSC may collect personal information when you visit a web sites operated by us (this policy only applies to websites controlled and authorised by the MC of the BSC). We will use this information for providing the relevant services to you.

We may also collect other information from you when you visit our website to optimise our service to you this may include details of your operating system and internet service provider. This information is used for analytical and statistical detail only and all identifiable personal characteristics are removed and users remain anonymous.

Some of the websites operated by us may contain links to third party websites, including NDSFA and our sponsors or other companies we may have a relationship with. BSC is not responsible for the privacy practices of these websites and cannot guarantee that any information you supply to one of these sites will be protected.

### **Sensitive Information**

BSC will not normally collect sensitive information about an individual unless it is necessary for us to provide the service requested and if we do we will seek you consent to collect this information.

Sensitive information can be information about your racial or ethnic origin, political opinions, membership of political organisations, religious beliefs or affiliations, membership of a trade association or union, sexual preferences or practices, criminal record or health.

BSC will not collect details of our member's health unless the information is necessary to provide a health service to that individual.

### **Changes to this Privacy Policy**

We may amend this policy from time to time as our business requires or if the legislation changes. The MC of the BSC will from time to time conduct audits of this policy to ensure it meets the requirement of the Privacy Act and is in accordance with the National Privacy Principles.