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<b>AUDIENCE</b>	All position holders and members.
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**This policy contains important information that affects the processes our members use.**

## Privacy

<b>6.1 Subject</b>	Club policy on privacy in respect of information received and held by the Brindabella Blues Football Club Incorporated.
<b>6.2 Purpose</b>	This policy explains how BBFC collect personal information and how BBFC maintain, use and disclose that information. It also provides some detail about your privacy rights along with BBFC's rights and obligations and BBFC policy in relation to the personal information that is kept on record.
<b>6.3 Information Held</b>	<p>All information sought is required for BBFC business purposes, which are detailed generally in this privacy policy and more specifically in BBFC application forms.</p> <p>Information such as:</p> <ul style="list-style-type: none"> <li>a) member's full name and address.</li> <li>b) parents/guardians full name and address.</li> <li>c) contact numbers, home, work and mobile.</li> <li>d) date of birth and gender.</li> <li>e) medical conditions disclosed to the club.</li> <li>f) playing history.</li> <li>g) Email address.</li> </ul>
<b>6.4 Use of Information</b>	Information received by the club will only be used to effectively manage and administer services provided to members and also to ensure internal business operations run effectively.
<b>6.5 Disclosure of Information</b>	<p>Usually consent must be received from the relevant person before disclosing personal information. The member must give written consent to this disclosure. However in some cases BBFC may disclose personal information if:</p> <ul style="list-style-type: none"> <li>a) disclosure is compelled by law.</li> <li>b) there is a duty to the public to disclosure.</li> <li>c) there is a written request from a related entity such as a football governing body.</li> </ul>

<b>6.6 Security of Information</b>	<p>The club will take all reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure. Appropriate methods will be used to destroy and dispose of any personal information as soon as law permits, provided the information is no longer required for any purpose. Ordinarily, for information about a particular person, the information will be destroyed seven (7) years from the date of cessation of membership.</p>
<b>6.7 Changes to Privacy Policy</b>	<p>BBFC may amend this policy from time to time. Changes to this policy will be made in accordance with the BBFC Constitution and Ratification of Club Policy.</p>
<b>6.8 Member Rights</b>	<p>Persons need not give BBFC any personal information that may be requested in communications. However, without that information the club may not be able to process an application, fulfill that person's request or provide an appropriate level of service to that person.</p> <p>By making an application for membership, the applicant agrees to the terms and conditions outlined in this policy.</p>
<b>6.9 Information Access</b>	<p>Access to personal information can be obtained, with the member's or guardian's written consent, within a reasonable time, usually 14 days for a straightforward request. Additional time may be required, depending on the nature of the request.</p>
<b>6.10 Correction of Information</b>	<p>BBFC endeavour to ensure that all information held, used or disclosed is accurate, complete and up to date. A member must promptly notify the relevant nominated officer if there are any changes to personal information.</p> <p>A member may request at any time to correct personal information held by the club, which that member believes to be incorrect or out of date. The club will deal with the request within a reasonable time.</p> <p>If a member disagrees as to the accuracy of the information, that member may request that the club attach a statement to that information noting that the member considers it is not accurate, complete or up to date.</p>
<b>6.11 Impact on Health and Safety</b>	<p>This policy change has no impact on current health and safety requirements.</p>
<b>6.12 Reference Codes</b>	<p>Nil.</p>