

Privacy Policy



Related policies: N/A

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1. Policy Brief and Purpose

The purpose of this policy is to advise how the Bendigo Pickleball Club Inc (BPC) handles the personal information it collects. Bendigo Pickleball Club Inc commits to acting in accordance with the Australian Privacy Principles (APPs) as set out in the *Privacy Act 1988* (Cth) (the Privacy Act).

If you do not agree to be bound by this Policy or the APPs you should not provide your personal information to BPC.

This policy applies to any personal information collected in the course of performing duties in relation to BPC. By implementing this privacy policy, BPC is committed to protecting the privacy of its members' personal information.

2. Principles

Privacy is a crucial aspect of membership for BPC. It is essential to ensure the confidentiality and security of members' personal information while it is being managed by any appointed Committee Members.

3. Policy

General Outline

The Privacy Act sets out APPs which stipulate the way in which entities should collect, use, disclose, store, secure and dispose of personal information. BPC complies with the Privacy Act and the APPs. A copy of the APPs may be obtained from www.aoic.gov.au
BPC will only collect information that is willingly provided to facilitate participation in pickleball.

Collection of Personal Information:

BPC will collect personal information from its members only for the purposes of identifying the individuals, administering the organisation, and its activities. The information collected will be limited to what is necessary to perform these functions. This information may include name, address, email, phone number, date of birth, health circumstances, emergency contact details and membership status. Personal information is obtained by BPC, most notably when a person becomes a member of the Club.

Storage of Personal Information:

All personal information collected by BPC must be stored securely and confidentially. Preferably, information will be held on the BPC member organisations facilitate/provided systems e.g Revolutionise / Google Drive not personal storage devices e.g. home computers. Access to this information will be limited to authorised personnel only i.e those who require the information to perform their duties. Access to information by personnel will also be protected by use of passwords and other security measures.

Use of Personal Information:

BPC and its affiliated organisations collect your Personal Information for the primary purpose of facilitating participation in BPC and Member Association events. We may disclose your information to a third party in limited circumstance, in order to achieve this purpose. We will delete information on request however; this may result in the relevant person or organisation being unable to participate in pickleball. Personal information must not be used for marketing, commercial or personal purposes.

In some circumstances personal information may be collected and analysed for the purpose of supporting BPC and its affiliated organisations in the performance of their functions. For example, the collection of demographics to support a grant application. In these cases, personal information must be deidentified, including 'cleaning' of the metadata, so that it is not possible to identify an individual's information.

Management of Personal Information

Members have the right to access, correct, or delete their personal information held by BPC. If members wish to make changes to their personal information or have any concerns about the management of their personal information, they can contact the Committee of BPC

Breach of Privacy

BPC takes the protection of members' personal information very seriously. In the event of a breach of privacy, BPC will immediately investigate the incident, take appropriate action, and notify affected members as required by law.

Training

Committee members of BPC will be trained on this privacy policy and the importance of protecting members' personal information. Any committee member provided with access to member information will also be required to sign the terms and conditions of access acknowledging their responsibilities to uphold the intent of this privacy policy (See Appendix A).

Review

This policy will be reviewed biennially to ensure it continues to meet the requirements of relevant legislation and standards, and to address any changes in BPC's activities or practices. By implementing this privacy policy, BPC is committed to protecting the privacy of its members' personal information at the national, state, and club/affiliate level.

Compliance with this Policy

The Complaints Policy applies to any reports of breaches of this Policy.

Contacts

For questions about this policy, contact the President or Secretary
bpc@bendigopickleballclub.com.au

APPENDIX A: BPC Committee Members Access Terms and Conditions

These terms and conditions ("Terms") apply to all BPC Committee Members (CM) who access personal information of BPC members. By accessing or using any of the systems, tools, or platforms used by BPC to manage pickleball and its memberships, the CM agrees to be bound by these Terms.

1. **Use of Personal Information:** The CM agrees to only use the personal information of BPC members for the purposes of administering the organisation and its activities. The CM must not disclose members' personal information to any third parties, except when required by law, or with the members' explicit consent.
2. **Confidentiality:** The CM agrees to keep all personal information of BPC members confidential and not to disclose any such information to any third party without prior written consent from the BPC Committee
3. **Security:** The CM agrees to take all necessary measures to protect the personal information of BPC members from unauthorised access, use, or disclosure. This includes, but is not limited to, implementing appropriate technical and organisational measures to prevent unauthorised access, use, or disclosure of personal information.
4. **Access to Personal Information:** The CM agrees to only access the personal information of BPC members when necessary to perform their duties. The CM must not access personal information for any other reason.
5. **Accuracy of Personal Information:** The CM agrees to ensure that all personal information of BPC members is accurate and up-to-date. The CM must promptly update any inaccuracies or changes to personal information.
6. **Breach of Privacy:** The CM agrees to notify the BPC immediately in the event of a breach of privacy. The CM must also cooperate with BPC in investigating the incident, taking appropriate action, and notifying affected members as required by law.
7. **Training:** The CM agrees to participate in any training provided by BPC on privacy and data protection.
8. **Compliance with Law:** The CM agrees to comply with all applicable privacy laws and regulations.
9. **Indemnification:** The CM agrees to indemnify and hold BPC harmless from any claims, damages, liabilities, costs, and expenses arising out of or in connection with any breach of these Terms by the CM.
10. **Termination:** BPC Committee may terminate these Terms and the CM's access to any systems, tools, or platforms used to manage membership details at any time without notice.

AGREEMENT

By signing below, the CM acknowledges that they have read, understand, and agree to be bound by these Terms. The CM also represents and warrants that they have the authority to enter into this Agreement on behalf of the organisation they represent.

Signature of Committee Member: _____

Name of Committee Member: _____

Date: _____