

CROQUET ASSOCIATION QUEENSLAND INC.

Policy: PRIVACY POLICY

Number: 1

First Ratified: April 2012

Revised: 2014, 2017

Next Revision April 2020

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PRIVACY POLICY

Version	3	Approved by CAQ Management Committee
Date of Issue	April 2012	Last reviewed 2014, 2017
Responsible person	CAQ Secretary	Scheduled review date April 2020

Introduction

The Management Committee of Croquet Association Queensland (CAQ) is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Policy Principle

Croquet Association Queensland Inc. is committed to upholding the National Privacy Principles contained in the Privacy Act 1988 (Commonwealth). In support of this commitment, Croquet Association Queensland has developed this policy which covers the collection, use and disclosure, security and access to personal information provided by stakeholders.

Purpose

The purpose of this document is to provide a framework for Croquet Association Queensland in dealing with privacy considerations.

Croquet Association Queensland is bound by the **Queensland Information Privacy Act 2009**, **National Privacy Act 1988**, as well as other laws, which impose specific obligations when it comes to handling information. The organisation has adopted the respective Queensland Information Privacy Act Privacy Principles as minimum standards in relation to handling personal information.

In broad terms this means that we:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders 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, with the person's consent for another purpose;
- Store personal information securely, protecting it from unauthorised access; and

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- Provide stakeholders with access to their own information, and the right to seek its correction.

Policy

The Croquet Association Queensland Constitution requires that a Register of Members (Clubs) and a Register of Registered Players be kept. Clubs are given Player Registration Forms for players to provide full name, sex, postal address and telephone number/s. Croquet Association Queensland also collects medical information of participants selected for tournaments. Personal information is also collected from volunteers, organisations and all people who access the Association's services. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Croquet Association Queensland 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 values are reflected in and supported by our core values and philosophies.

Croquet Association Queensland will adhere to the Procedures outlined below.

Process

Collection

Croquet Association Queensland will:

- Only collect information that is necessary for the performance and primary function of Croquet Association Queensland.
- Notify stakeholders about why the information is collected and how it is administered.
- Notify stakeholders that this information is accessible to them.

Use and Disclosure

Croquet Association Queensland will:

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

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- Use personal information collected from individuals by Croquet Association Queensland in fulfilling its role of representing members/registered players including disseminating information to its sub-committees such and Handicap and Selection, Refereeing and Coaching.
 - Ensure medical information collected from selectees entering competition is duly destroyed immediately after such Competition.

Data Quality

Croquet Association Queensland will:

- Take reasonable steps to ensure the information collected is accurate, complete, up-to-date, and relevant to the functions we perform.
- Take reasonable steps to ensure that information stored on stakeholders is kept secure, accurate and up to date. Hard copy records of personal information are kept in Croquet Association Queensland's filing systems and or on a computer database.

Data Security and Retention

Croquet Association Queensland will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with **Administration and Records Management Policy**.
- Information will be reviewed annually to ensure details are accurate and up to date. If information is no longer deemed necessary, it will be deleted from Croquet Association Queensland's systems, and /or securely destroyed, provided it adheres to the **Administration and Records Management Policy**.

Openness

Croquet Association Queensland will:

- Ensure stakeholders are aware of Croquet Association Queensland's Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction

Croquet Association Queensland 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

Croquet Association Queensland will:

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

Making information available to other service providers

Croquet Association Queensland:

- May only release personal information about a person with that person's expressed 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.
- Will disclose personal information of individuals to third parties if required to do so by law. Personal information of individuals will be disclosed to third party organisations where the purpose is to disseminate information deemed important to stakeholders. Third party organisations will include government departments. Personal information is not disclosed for marketing purposes or sponsorship unless written permission is obtained.

Complaints

If an individual wishes to raise concern over breaches in privacy, the concern should be raised with the Croquet Association Queensland's Secretary. If the matter is not resolved to the satisfaction of the individual, it should then be raised with the Croquet Association Queensland President. If the matter is still not resolved to the satisfaction of the member, they should contact the **Office of the Australian Information Commissioner**

Any comments or questions on the Privacy Policy should be forwarded to:

The Secretary, Croquet Association Queensland Inc., Sports House, 150 Caxton Street, Milton Q. 4064.

Ph: (07) 3876-5576. E-Mail: secretary@croquetqld.org

Responsibility

Croquet Association Queensland's

- Management Committee is responsible for adopting this policy.
- Management Committee, staff members (if applicable), contractors and volunteers are responsible for the implementation of this policy.
- Management Committee (or its nominee) is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.

Authorisation

Croquet Association Queensland Management Committee.

APPENDIX 1

Sporting Clubs and Associations

Privacy in clubs and associations is about how your club or association keeps personal information secure and protects it from misuse, loss and unauthorised disclosure. The Commonwealth Privacy Act sets out the requirements an organisation is legally obliged to implement to protect people's personal information. This also applies to non-profit organisations.

However, the private sector provision of the Privacy Act 1988 applies to organisations (including not-for-profit organisations) with an **annual turnover of more than \$3 million**. The provisions also apply to all health service providers regardless of turnover.

Businesses / organisations with an annual turnover of \$3 million or less are exempt from the new laws unless one of the following statements is true for the business:

- it is a health service provider;
- it is related to another business (for example it is a holding company or a subsidiary) that has an annual turnover of more than \$3 million;
- it provides a health service and holds health records other than employee records;
- it discloses personal information for a benefit, service or advantage;
- it provides someone else with a benefit, service or advantage to collect personal information;
- it is a contracted service provider for a Commonwealth contract; or
- it is a reporting entity for the purpose of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act);
- it operates a residential tenancy database.
- The Privacy Act also exempts from its coverage:
- State and Territory authorities, for example, Ministers, departments, courts and local government councils;
- political parties, and acts of political representatives in relation to electoral matters;
- acts or practices in relation to employee records of an individual if the act or practice directly relates to a current or former employment relationship between the employer and the individual; and
- acts or practices of media organisations in the practice of journalism.

For those businesses / associations not covered by the Privacy Act 1988, it is recommended that the business / association prepare its own Privacy Policy that is based on the Act's National Privacy Principles.

[Notwithstanding the above, Croquet Queensland will strive to keep its members' gathered information private]

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APPENDIX 2
RELATED ACTS and PRINCIPLES***National Privacy Act 1988.***

http://www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/

An Act to make provision to protect the privacy of individuals, and for related purposes

Summary National Privacy Principles

<http://www.secretariat.com.au/public/content/ViewCategory.aspx?id=29>

Australian Information Commissioner Act 2010

<http://www.comlaw.gov.au/Details/C2011C00715>

provides for the appointment of the Australian Information Commissioner, the Privacy Commissioner (previously appointed under the *Privacy Act 1988*) and the Freedom of Information Commissioner.

Queensland Information Privacy Act 2009.

<http://www.legislation.qld.gov.au/LEGISLTN/ACTS/2009/09AC014.pdf>

An Act to provide safeguards for the handling of personal information in the public sector environment and to allow access to and amendment of personal information

[Assented to 12 June 2009]

Queensland Right to Information Act 2009

<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/R/RightInfoA09.pdf>

The primary object of this Act is to give a right of access to information in the government's possession or under the government's control unless, on balance, it is contrary to the public interest to give the access.