



Southern Cross Privacy Policy

Date created:	07/10/23
Audience:	Southern Cross Archery Club
Version:	2023:1
Purpose of Document:	To provide
Actions:	<ul style="list-style-type: none"> Committee members, instructors, and members to read and understand.
Review:	07/10/25
Contact:	Club president/member protection officer
Contents:	Document(s) Privacy Policy
Other relevant resources:	NA

Purpose

To ensure that all Club Officials who are responsible for handling personal and/or health information do so in a manner that protects every individual's right to privacy.

Policy

Southern Cross Archery Club is committed to protecting everyone's right to privacy. Club officials in collecting information will comply with all aspects of the Victorian Information Privacy Act 2000 and the Health Records Act 2001.

It is the Committee's responsibility to ensure that relevant Club officials are familiar with their obligations under the Acts and that the handling of both personal and health information is done so in accordance with the law. In particular:

- Southern Cross Archery Club will only collect personal and health information that is required for its activities.
- Information will only be used for the purpose for which it was collected.
- If information is required for other purposes other than those for which it was collected, agreement will be sought beforehand.

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- Information will only be accessed by Club Coaches and Committee Members.
- Information will be securely stored.
- Information will be destroyed if it is no longer needed for any purposes.

Club Procedures Collection and Consent

On the Club's Registration Form, clearly define the purpose for collection of information and a consent statement re: distribution of information for signing if consent is given. (This must be signed by a parent if for a minor). This statement could include the likely distribution e.g., the provision of health information to the team's first aid personnel, sharing contact details amongst team members or their parents for transport pooling for example.

The information collected should only be distributed for the stated purposes.

If there is a request for member data for an alternative reason, permission must be sought first. Member information will not be used for mailing lists. i.e., an equipment supplier wants to send out advertising material to your members.

Members or the public must give consent for the taking and use of photographs in any Club Publication, Facebook, or website. Where consent is not given to distribute information, the member's details must be stored securely and is best kept in a separate database to avoid error.

Storage and Access to Information

- Information should be stored centrally (i.e., housed together with a designated person) and is best kept away from the Club facility if possible. The storage should be secure e.g., password protected computer, lockable filing cabinet.
- Only those officials stated on the Registration Form should be provided with member information and they should only receive information about the people they need to.
- When information is not required for any purpose, it should be destroyed.

Photography

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Any images, photography, videography, etc taken or utilised by the club for club materials such as but not limited to:

- Club website
- Email correspondence
- Facebook
- Instagram
- Other social media and digital media services

In the event of group-based photography (e.g. of the shooting field, come and try sessions, etc), efforts will be taken to ensure the pictures are **not** identifiable (e.g. pictures may be taken of a group from the side or behind, or will be published in an image resolution where people may not necessarily be identified). Also, notification will be given, where possible, that Photography is taking place and members/participants will have the right to request. This notification may be verbal and/or a physical notice.

When images of an individual are to be used we will require copies of the “Southern Cross Image Use Consent Form” to be completed and signed by those members in said media.

Approval for the use of images take in club materials must also be obtained by 2 members of the board.

Working with Children/ Police Check Reports

This information can contain sensitive information and should be handled by a designated and responsible person within the Club. Information provided in these reports is strictly confidential and will only be brought to the attention of the Committee when the report content requires some action.