



PRIVACY POLICY

Policy Number:	Privacy_01	Version	v1.0
Drafted By	Mark Gristock	Date Approved:	3rd May 2017
Responsible Person:	Mark Gristock	Scheduled Review Date:	3rd May 2019

Introduction

The Committee of Melbourne Smashers is dedicated 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.

Purpose

The purpose of this document is to provide a framework for Melbourne Smashers in dealing with privacy considerations.

Policy

Melbourne Smashers collects and administers a range of personal information for the purposes of running the club. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Melbourne Smashers 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 and also reflected in our Privacy Policy.

The ten Information Privacy Principles (IPPs) are contained in Schedule 1 to the Privacy and Data Protection Act 2014.

Although as a Sporting Club, the Melbourne Smashers is not required to comply with these principles under Victorian State and Federal Government law, we have voluntarily adopted these principles as the basis of our privacy policy.



Information Privacy Principles

1 Collection:

We will only collect your personal information if it is necessary to fulfill our functions. We collect information only by lawful and fair means and not in an unreasonably intrusive way. We will provide you notice of the collection, including such things as the purpose of collection and how you can access the information

2 Use and Disclosure:

Your personal information will only be used and disclosed for the primary purpose for which it was collected, for a secondary purpose that you would reasonably expect or in other limited circumstances.

In practise, the only information we will disclose is that which you supply to us via your melbournesmashers.tidyhq.com.au account.

This information is only disclosed to Badminton Victoria, and may be disclosed to their insurance agent should you make a claim on insurance via your membership.

3 Data Quality:

We will endeavour to keep your personal information accurate, complete and up to date. In practise, the only information we keep is that held in your melbournesmashers.tidyhq.com.au account. This information is supplied by you and it is your responsibility to ensure that it is accurate.

4 Data Security:

We will do our utmost to protect your personal information from misuse, loss, unauthorised access, modification or disclosure. In practise, as your information is only stored by third-party organisations (such as TidyHQ), we will do our best to ensure its security but we cannot guarantee this.

5 Openness:

By publishing our privacy policy on our website we believe we are meeting our obligation to be open about our policy.

6 Access and Correction:

You have a right to seek access to your own personal information and to make corrections if necessary. In practise as all of the information held is in your melbournesmashers.tidyhq.com account you have access at any time to your information and you can correct it accordingly.



7 Unique Identifiers:

Unique identifiers, usually a number, can facilitate data matching. Use of unique identifiers is only allowed where an organisation can demonstrate that the assignment is necessary to carry out its functions efficiently. There are also restrictions that are detailed in the PDPA on how organisations use unique identifiers assigned by other organisations. We do not believe that at this time we need to use unique identifiers.

8 Anonymity:

Where lawful and feasible, you should have the option of transacting with an organisation without identifying yourself. In practise we do not believe it's feasible to interact with the Melbourne Smashers without identifying yourself.

9 Transborder Data Flows:

As your personal information may travel outside of Victoria, your privacy protection should travel with it. As your information is held on third-party servers we will do our best to ensure that your information is protected to the level required under Victorian Law, but we cannot guarantee it.

10 Sensitive Information:

This includes your racial or ethnic origin, political opinions and membership of political associations, religious or philosophical beliefs, membership of professional or trade associations or trade unions, sexual preferences or practices, and criminal record. The law puts special restrictions on its collection. In practice the Melbourne Smashers will not ask you for this information.



Reviewing this Policy

This policy will be reviewed every two years.

Policy Authorisation

A photograph of a handwritten signature in black ink on a light-colored surface. The signature is cursive and appears to read "Mark Gristock". Below the signature is a long, horizontal wavy line.

Mark Gristock
[Signature of Board Secretary]

3rd May 2017
[Date of approval by the Board]
Melbourne Smashers Badminton Club