

PRIVACY POLICY FOR THE CANNING SOFTBALL ASSOCIATION

1. Privacy Statement

This privacy policy applies to the Canning Softball Association (CSA).

The CSA is bound by the Nation Privacy Principles of the Privacy Act and is committed to ensuring that personal information collected by the CSA is protected. "Personal information" refers to information that the CSA holds on individuals that has been obtained from players or individuals linked with the association.

The information will not be released for any form of commercial gain and will be managed by the CSA elected committee and maintained in a secure manner as per the requirements of the Privacy Act.

2. Management of Personal Information

The National Privacy Principles came into effect on the 21 December 2001 and the CSA will ensure that all data collected prior to that time will be treated the same as all data collected thereafter.

We will take all reasonable steps to ensure that all information held on individuals is accurate, relevant and complete.

The type of personal information collected will include name of players and volunteers, address, telephone numbers, email address, date of birth, employment details, gender, participation history, insurance claims and injuries.

Personal information will only be collected by the CSA for purpose relevant to providing softball activities e.g. membership requirements / competition purposes / volunteer management.

Failure to provide the information sought by the CSA by teams or players may then deny that individual or team access to the membership process, benefits and may exclude that player or team in an event provided to members.

3. Security of Personal Information

The CSA will take all reasonable care to prevent unauthorised access, **disclosure** or modification of personal information in its care and will take all reasonable steps to protect personal information from misuse.

Only the CSA elected committee members will be provided relevant access to the association information on an ongoing basis.

Personal information will not be disclosed by the CSA to other organisations including Softball Australia or other sporting associations, mail contractors,

officers of a government or debt collection agencies. Disclosure will only be provided if legally obliged to do so or if authorisation has been gained from the person relevant to the information.

4. Privacy Information Complaints

If individuals believe the privacy of personal information collected by the CSA has been compromised in any manner then they can write or email to the President or Secretary of the association and express their concerns.

An individual has the right to apply to the Federal Privacy Commissioner to have a complaint investigated (Commissioner's hot line service is 1300 363 992).

A copy of this policy will be made available to members of the CSA.

5. Access of Personal Information

Members may, upon written request, access the personal information from the CSA relative to that person however, there may be times when the organisation is not in a position to do so (e.g. where it would be unlawful to do so). If the CSA denies you access to this information then the committee will notify you of this refusal and the basis for it.

This Privacy Policy is endorsed by the CSA Committee

Signed

Date

R Burgess
President CSA

Policy developed 28 October 2009	Author: R Burgess
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Revised	
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