



# ONKAPARINGA SWIMMING CLUB INC.

## PRIVACY POLICY

### 1. INTRODUCTION

This Privacy Policy applies to all Onkaparinga Swimming Club members.

### 2. POLICY OBJECTIVES

This privacy policy outlines how the club uses and manages personal information provided to the Club.

### 3. RESPONSIBILITIES

The club committee is responsible for ensuring that the policy is adhered to and that club members are aware of the policy.

### 4. THE USE OF PERSONAL INFORMATION

#### ***What kind of personal information does a club collect and how do they collect it?***

The type of information the club collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Swimmers and their parents and/or guardians ("Parents") before, during and after the course of a members' subscription is paid to the club to become a financial member.
- Coach's personal details.
- Swimmer's Medical forms.
- Consent forms etc.
- Swimmer's recorded times.

#### ***Personal Information provided by individuals***

The club will generally collect personal information held about an individual by way of forms filled out by parents, face-to-face meetings and interview, emails and telephone calls. The club also collects information through data transfers from other clubs when a member is transferred, from Swimming SA, Officials Information and Australian Swimming results.

#### ***How will the club use the personal information an individual provides?***

The club will use the personal information it collects from an individual for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which an individual has consented.

The purpose for which the club will use personal information of swimmers, parents and officials includes.

- To keep members informed about matters related to swimming activities, through correspondence, newsletters, emails and club handbook, website and committee minutes.
- Day-to-day administration of the club.
- To seek donations and marketing for the club.
- To contribute to aggregated data that Swimming SA or Swimming Aust may require from time to time to meet their data requirements.

### **Coaches Details**

The purpose for which the club will use personal information from a coach is to:

- To administer the individual's contract.
- To contribute to aggregated data that Swimming SA or Swimming Aust may use to meet their planning and data responsibilities.

### **Committee Member's Details**

Contact details of the Committee Members are published in the Club Parent's and Swimmer's handbook with the consent of the committee members and are updated annually.

### **Volunteers**

The club also obtains personal information about volunteers who assist the club in its functions or conduct associated activities, such as to enable the club and the volunteers to work together.

### **Marketing and fundraising**

The club may use records for publicity and marketing and or fundraising to seek donations for the future growth and development of the club.

Marketing the club is an important part of ensuring that the club continues to be a viable and high quality-learning environment in which all members thrive.

Parents, Swimmers, officials and coaches and other members of the wider swimming community may from time to time receive fundraising information.

Club publications, like newsletters details on website and notices, which include personal information, may be used for club purposes. When member's personal details are to be included in marketing materials consent will be specifically sought for this purpose.

### **How will sensitive information be treated?**

'Sensitive information' means information relating to a members name, age, confidential medical details, consent forms, result records etc. Or criminal record that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

### **Information relating to Criminal History Checks**

The club has a specific policy relating to the management of Child Safe Environments.

The standards to be observed in dealing with information obtained about criminal history of volunteers are available in a separate document entitled: *Child Safe Environments: Dealing with information obtained about the criminal history of employees and volunteers who work with children.*

This document is available from the Families SA website.

### **Management and security of personal information**

The club is required to respect the confidentiality of member's personal information and the privacy of individuals.

The club has in place steps to protect personal information held from misuse, unauthorised access, modification or disclosure filed by the club.

Information is kept in a secure place by the club registrar.  
General information may be viewed by the Executive of the Committee for the purposes of membership as required.  
Email contact details are kept by the club secretary and will only be used for the purpose of communication with the membership. Email addresses will not be disclosed in emails.

***Updating personal information.***

The club endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by contacting the President, Vice President, Secretary, Treasurer or Head Coach at any time.

**5. REVIEW OF POLICY**

The Club will review and update this Privacy Policy at least every three years to take account of new technologies, changes to its operations and practices and to make sure the policy remains appropriate to the changing swimming environment.

**6. ENQUIRIES**

Further information about the way the club manages the personal information it holds can be obtained from the Club President, Secretary, Treasurer or Coach.

Phone details are listed in the handbook.