

<b>POLICY CATEGORY</b>	<b>Member Protection</b>		
<b>POLICY TITLE</b>	<b><i>Privacy</i></b>		
<b>DOCUMENT NO</b>	1.3	<b>VERSION</b>	1
<b>CONTACT</b>	<a href="#">Management Committee</a>		
<b>IMPLEMENTATION DATE</b>	01 Jan 2017	<b>REVIEW MONTH</b>	October
<b>FIRST ISSUED</b>	Approved – 9 Nov 16	<b>REISSUED</b>	
<b>RELATED DOCUMENTS</b>	1 – All subsets of Member Protection 7.8 – Recordkeeping		
<b>AUTHORITY</b>	<p><i>Football Federation of Australia:</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Member Protection Policy</a></li> <li>• <a href="#">Code of Conduct</a></li> <li>• <a href="#">Statutes and Regulations</a></li> </ul> <p><i>Football Queensland</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Member Protection Policy</a></li> <li>• <a href="#">Policies and Procedures</a></li> <li>• <a href="#">Privacy Policy</a></li> </ul> <p><i>Sunshine Coast Football:</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Competition Rules</a></li> <li>• <a href="#">Players and Officials Code of Conduct</a></li> <li>• <a href="#">Policies and Procedures</a></li> </ul>		

Scope	This policy applies to all Committee Members, Coaches, Managers, Players, Club Members and Visitors.
Purpose	<p>This document reflects that the Bribie Island Soccer Football Club is committed to managing your information in a secure and responsible manner.</p> <p>This policy sets out the way in which we collect, use and disclose personal information and also explains your rights and how to contact us.</p>
Responsibilities	<p><b>Management Committee</b></p> <p>Committee members will ensure that Coaches and Managers understand their responsibilities under this policy.</p>

	<p><b>Coaches and Managers</b></p> <ul style="list-style-type: none"> <li>• Make themselves aware of the contents of these documents</li> <li>• Comply with all relevant provisions</li> <li>• Be accountable for their behaviour</li> </ul>
Process	<p><b>Collecting your Personal Information</b></p> <ul style="list-style-type: none"> <li>• In the course of its operations, the club may collect, use and disclose the personal information of players, club and team officials, coaches, participants and other individuals for the purpose of governing and administering the club.</li> <li>• The club uses forms, online portals and other electronic or paper correspondence to collect this information.</li> </ul>
	<p><b>Using your Personal Information</b></p> <p>The club may use your information in a variety of ways, including:</p> <ul style="list-style-type: none"> <li>• to verify your identity</li> <li>• to ensure compliance with laws, rules, regulations, policies, procedures and other governing documents, including the administration the club</li> <li>• to process the registration of individuals to participate in football competitions, tournaments, matches, programs and other events, as a player, official or otherwise</li> <li>• to organise, conduct and promote the club</li> </ul>
	<p><b>Disclosing your Personal Information</b></p> <p>The club may also share your personal information with third parties in relation to:</p> <ul style="list-style-type: none"> <li>• the operation of the competition</li> <li>• where you have consented to your personal information being disclosed to others</li> <li>• as required or authorised by law or where we have a public duty to do so, including for purposes of safety and security</li> </ul>
	<p><b>Protecting your Personal Information</b></p> <p>The club will:</p> <ul style="list-style-type: none"> <li>• take reasonable steps to protect the security and privacy of your personal information</li> <li>• direct its volunteers that personal information must be dealt with in accordance with this Policy and kept secure from unauthorised access or disclosure</li> </ul>
	<p><b>Making a Complaint</b></p> <ul style="list-style-type: none"> <li>• You may lodge a complaint in accordance with our complaints handling policy.</li> <li>• When lodging your complaint it is important that you provide your full name and contact details, together with a detailed description of the complaint.</li> </ul>

	<p><b>Recordkeeping</b></p> <ul style="list-style-type: none"><li>• Any additions, amendments or updates to this document are to occur via the Management Committee.</li><li>• Approvals will be recorded into the committee minutes.</li><li>• The committee, as part of its record keeping will retain previous versions for future reference.</li><li>• The committee, as part of its record keeping will retain any documents or artefacts as per the club recordkeeping policy.</li></ul>
Resources	<ul style="list-style-type: none"><li>•</li></ul>
References	<ul style="list-style-type: none"><li>•</li></ul>
Definitions	<ul style="list-style-type: none"><li>•</li></ul>