



# Goodwood Cricket Club

## PRIVACY POLICY

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**Date:** Jan 2022

**Date of Review:** Jan 2025

**Authorised by:** *Goodwood Cricket Club Management Committee*

## 1. PRINCIPLES, DEFINITIONS AND OUTCOMES

Goodwood Cricket Club collects and stores a range of personal information about individuals in the conduct of its business. Goodwood Cricket Club is committed to protecting the privacy and confidentiality of individuals and will adopt the:

- Objectives of the *Privacy Act 1988*
- *Information Privacy Principles*.

The personal information Goodwood Cricket Club collects is a valuable element to being effective in its communication processes with members and future players. Consistent with the *Information Privacy Principles* of the Office of the Australian Information Commissioner (OAIC), Goodwood Cricket Club staff and officials will consider the following regarding the collection and retention of personal (and sensitive) information:

- only use the information for the purpose for which it was explicitly collected;
- collect the minimum amount (rather than collecting everything); and
- store it securely.

## 2. SCOPE AND AUTHORITY

This policy applies to all staff and contractors who work for and on behalf of Goodwood Cricket Club.

The *Privacy Policy* is issued under the authority of the Management Committee of the Goodwood Cricket Club. Any issues relating to the development and review of this policy should be referred to the Secretary.

## 3. CONTEXT AND IMPLEMENTATION

Goodwood Cricket Club aims to provide a positive and enjoyable cricket experience for people of all ages and abilities in a fully structured, organised and resourced club environment, while developing players, people and partnerships in the community.

The Goodwood Cricket Club requires all staff and officials to adhere to the objectives of the *Privacy Act 1988* and the *Information Privacy Principles*, both in their actions with other staff, contractors and during interactions with customers and other members of the community.

### ACCESS TO PERSONAL INFORMATION

Customers have the right to access, update and correct their personal information by submitting a written request to the Secretary of Goodwood Cricket Club.

However, should a customer be under the age of 18 years and/or under a guardianship order, the parent/guardian will be responsible for making such a request.

## 4. RESPONSIBILITIES

Goodwood Cricket Club Management Committee, staff and officials will:

- only collect information that is required and necessary for the purposes of providing a cricket experience for members and future players;
- inform members/future players, or their parent/guardian, about why the information is being collected and how it is to be administered and protected;
- only use and disclose personal information solely for the main purpose for which it was collected;
- obtain consent from the individual, or their parent/guardian, whose personal information is being collected before using or disclosing personal information for any other reason;
- only disclose personal information without consent where required by law or for immediate personal safety consistent with the Information Sharing Guidelines ;
- every reasonable effort will be made to ensure personal information collected about an individual is accurate, complete and relevant to its purpose;
- ensure personal information will be secured against loss and unauthorised access, misuse and alteration;
- not provide to other parties so as to receive unwanted direct marketing;
- facilitate members and future players, or parents/guardians to make a complaint if it is considered that their personal information has been mishandled; and
- ensure members/future players, or their parent/guardian, whose personal information is being collected, is aware of the content and purpose of this *Privacy Policy* and make this document available.

## 5. CONSULTATION AND PARTICIPATION

Members or future players, or their parent/guardian, and staff have the right to access, update and correct their personal information by submitting a written request to Secretary of Goodwood Cricket Club.

## 6. REVIEW

This policy will be subject to review every 3 years by the Management Committee of the Goodwood Cricket Club.

### Appendix 1 – Updates and Amendments

| Date of Operation | Sections Updated or Change        | Reasons/Comments                                                |
|-------------------|-----------------------------------|-----------------------------------------------------------------|
| Jan 2022          | New policy developed and approved | Authorised by the Management Committee of Goodwood Cricket Club |