



100 YEARS STRONG

# PRIVACY AND CONFIDENTIALITY POLICY

Canterbury Lions Football Club (CLFC) is dedicated to protecting the privacy and confidentiality of the personal information entrusted to us. We recognise that the privacy of our members, committee members, volunteers, and participants is crucial, and we take all necessary measures to safeguard personal and sensitive information following applicable New South Wales laws and Australian privacy regulations.

This Privacy and Confidentiality Policy outlines how CLFC collects, stores, uses, discloses, and protects personal information. It also establishes individuals' rights regarding their personal information and details the measures we have implemented to ensure confidentiality.

## PURPOSE

The purpose of this Privacy and Confidentiality Policy is to ensure that Canterbury Lions Football Club (CLFC) complies with all relevant laws and regulations regarding the protection of personal information, including the Privacy Act 1988 (Cth), the NSW Privacy and Personal Information Protection Act 1998, and the Australian Privacy Principles (APPs). This policy outlines CLFC's commitment to safeguarding the personal and sensitive information of its members, volunteers, committee members, and participants. It establishes clear guidelines for collecting, storing, using, and protecting this information.

By adopting this policy, CLFC aims to:

- Protect the privacy rights of individuals associated with the club.
- Create a transparent framework that ensures all personal information is handled securely and appropriately, minimizing the risk of breaches or misuse.
- Ensure that individuals understand how their personal data is managed, the legal basis for its collection, and their rights regarding access, correction, and deletion of their information.
- Assure all members, committee members, and stakeholders that their personal information is respected and treated confidentially under applicable laws.

The policy also ensures that CLFC remains responsive to privacy concerns or complaints and establishes clear procedures for reporting, addressing, and resolving privacy-related issues. line.

## SCOPE

This policy applies to all personal and sensitive information collected, processed, and stored by the Canterbury Lions Football Club (CLFC), regardless of the format (e.g., paper records, digital files, or email correspondence). It pertains to personal data related to any individual who interacts with CLFC, including members, parents, volunteers, coaches, committee members, contractors, and anyone else involved in the club's activities.

The scope of this policy includes the following areas:

### Personal Information

This encompasses names, addresses, contact details, and membership information provided by individuals during registration or participation in club activities.

### Sensitive Information

This includes health-related data (e.g., medical conditions, allergies, or emergency contact details) that CLFC may collect to ensure the safety and well-being of participants, particularly children and young players.



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## Health and Safety Records

Personal information related to individuals' health and medical needs is stored securely and used only for emergency purposes or in accordance with informed consent.

## Media and Promotional Content

This includes photographs, videos, and other media materials taken during club events, which may be used for promotional or marketing purposes, subject to the consent of the individuals involved.

This policy applies to all individuals and groups associated with the club, including employees, volunteers, contractors, board members, and others in positions of authority with access to personal data. It also covers any third parties processing personal information, including cloud storage providers, event coordinators, or media personnel. CLFC will ensure that all committee members and volunteers are trained to handle personal information securely and in compliance with this policy.

## PRIVACY PRINCIPLES AND LEGAL COMPLIANCE

CLFC is committed to following the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth) and relevant NSW privacy laws. These principles require CLFC to manage personal information openly and transparently and respect individuals' privacy rights. CLFC will also adhere to specific NSW guidelines relating to privacy and confidentiality.

## TYPES OF PERSONAL INFORMATION COLLECTED

CLFC may collect the following types of personal information:

### Personal Details

Name, address, date of birth, contact information (e.g., phone number, email address).

### Membership Information

Membership status, registration details, participation in specific events or activities.

### Medical and Health Information

Health conditions, allergies, or other medical details relevant to a child or participant's well-being (for emergency and safety purposes only).

### Photographs and Videos

Images or videos of individuals participating in CLFC activities may be used for promotional purposes (with consent).

### Payment and Transaction Information

Information related to payments for membership, events, or other club-related services.

## COLLECTION OF PERSONAL INFORMATION

CLFC will collect personal information only for specific, legitimate purposes related to the club's operation and its members' welfare. We collect personal information through:

### Membership Forms

Information provided by parents/guardians and players during registration or sign-up.

### Event Registration Forms

Details gathered during the registration for specific events, tournaments, or programs.

### Direct Communication

Information shared by members or participants via email, phone, or other forms of communication.



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## Health Information

Relevant medical details shared by parents or guardians to ensure participant safety during activities. Information related to payments for membership, events, or other club-related services.

CLFC will only collect personal information necessary for the club's operations in accordance with the NSW Privacy and Personal Information Protection Act 1998 and the Australian Privacy Principles.

## USE AND DISCLOSURE OF PERSONAL INFORMATION

CLFC will use personal information only for the purposes it was collected. This includes:

### Membership Management

To manage membership, communicate with members, and provide information about events and activities.

### Health and Safety

To ensure the health and safety of children and young people during participation in activities, including emergency contact details and medical information.

### Marketing and Promotion

With consent, personal information such as photographs or videos may be used for promotional purposes, including on the CLFC website, social media, or printed materials.

### Legal Obligations

CLFC may disclose personal information when required by law, including in cases of suspected child abuse, when required by the NSW Department of Communities and Justice, or in legal proceedings.

### Confidentiality

CLFC will take all reasonable steps to ensure that personal information is kept confidential and secure and will not disclose personal information to third parties without the individual's explicit consent unless required by law.

## STORAGE AND SECURITY OF PERSONAL INFORMATION

CLFC is committed to storing personal information securely and protected from misuse, loss, unauthorised access, or disclosure. We implement the following measures:

### Electronic Records

All electronic personal information is stored on password protected systems.

### Paper Records

Any physical personal information is kept in secure, locked areas.

### Access Control

Access to personal information is restricted to authorised personnel based on their roles within the club.

### Data Retention

CLFC will retain personal information only for as long as necessary for the purposes for which it was collected or as required by law.



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## RIGHTS OF INDIVIDUALS

Individuals have the following rights regarding their personal information:

### Access

You have the right to request access to the personal information we hold about you.

### Correction

If any personal information is inaccurate, incomplete, or outdated, you can request that it be corrected.

### Withdrawal of Consent

You can withdraw your consent to use certain personal information (e.g., for promotional purposes).

### Complaints

If you believe your privacy rights have been violated, you can file a complaint with the Club Secretary.

To request access or correction of your personal information or to make a complaint, please get in touch with the Club Secretary.

## CLUB SECRETARY

CLFC has appointed the club secretary who is responsible for ensuring compliance with this policy and managing any privacy related inquiries or complaints.

### Club Secretary Contact Information

Bridget Carson

0458 290 528

[secretary@canterburylionsfc.com.au](mailto:secretary@canterburylionsfc.com.au)

## POLICY REVIEW AND UPDATES

The policy will be reviewed annually or whenever relevant laws or CLFC practices change. Any changes will be communicated to members and stakeholders promptly.

## RESOURCES

[Privacy Act 1988 \(Cth\)](#)

[Australian Privacy Principles \(APPs\)](#)

[NSW Privacy and Personal Information Protection Act 1998](#)

[NSW Health Records and Information Privacy Act 2002](#)

[Office of the Australian Information Commissioner \(OAIC\)](#)