



## **THORNLEIGH SPORTS AND RECREATION CLUB**

### **PRIVACY POLICY**

Thornleigh Sports and Recreation Club adheres to the National Privacy Principles of the Privacy Act 1988 with regard to the manner in which it receives, manages and stores personal information.

The intent of this policy is to identify the manner of collection and use of private information and to set out the process whereby individuals can identify the information held and correct it if it is wrong. The policy also clarifies how names and photographs of individuals will be used on the Sports Club web site ([www.thornleighsports.org.au](http://www.thornleighsports.org.au)) or in newsletters or other documents circulated amongst members or the public.

#### **Private Information:**

This information is collected by the individual divisions of the Club and a copy is forwarded to the relevant sporting Associations. Where appropriate this policy may need to be read in conjunction with the privacy policies of those Associations. For example, a brief summary of the Netball NSW privacy policy is included in the registration form for the Netball Division.

Personal information about you is only obtained from information supplied by you. The Thornleigh Sports and Recreation Club will only use your personal details for the purpose for which they are provided. Unless your permission has been expressly received, the Club will not disclose your personal information to others, publish personal information through any medium or allow third parties to access it unless required by law, or unless it is necessary to do so to prevent a threat to life or health.

Member Information is collected for the following purposes:

#### **Statistics:**

Personal information in an aggregated format may be collated to produce statistics that will be supplied to government agencies as required. The information may be used by the Club or Associations of which it is a member for research, developing and managing new and existing programs, for strategic and planning purposes and for the promotion of a sporting or recreational activity.

An individual's personal information is not identifiable or provided in this data.

#### **Administration & Information:**

Personal information may be used for communicating and providing information to participants about their membership and/or their involvement in

programs, competitions, including those of sponsors, and other Club or Divisional activities. In general these communications will be by email to reduce the time and resources required in contacting members. Any member can request not to receive communications that do not directly relate to their participation in programs or their membership.

**Disclosure of Membership Information:**

The Thornleigh Sports and Recreation Club may facilitate aggregate database access for the relevant Associations, sponsors and other relevant interested parties to enable these bodies the opportunity to have mail outs forwarded to members. In such cases member's personal contact information is not provided. Third parties, such as mailing houses, may on the signing of a confidentiality agreement obtain a copy of aggregate data.

It is the responsibility of the individual member to advise the Club of any legal proceedings, eg Apprehended Violence Orders (AVOs), that would require the information to be controlled to prevent dissemination of any information, even to family members.

**Opt Out:**

The Thornleigh Sports and Recreation Club provides all members the opportunity to 'opt out' of any direct mail out. In such cases the member can elect not to receive further information from the Club.

**Publication of Personal Photographs and Names**

As part of the information provided for members, the Thornleigh Sports and Recreation Club and the individual Divisions periodically circulate members' photographs or names through the web site and/or printed matter. The Club has a focus on junior sport and the intent of such publication is to create a more personal and interactive environment for members.

The Club acknowledges that there is an inherent risk in circulating such information especially through the world wide web because it can be difficult to prevent access to this material by persons with no connection or interest in the Club. Modern technology allows such information to be searched for specific details and the Club has no real control over the use which third parties may put to these details. The scale of the problem is significantly less for printed matter and no specific actions are currently proposed to reduce the slight risk of misuse of such information.

In the case of electronically distributed information, the following guidelines will be followed where practicable:

**Photographs:**

- Permission will be sought from members prior to the publication of their photographs;
- Individuals in photographs will be identified by first names only unless permission has been granted to use their full name ;
- Photographs in which an individual is clearly recognizable will not be used if the individual has requested that no photographs be published;
- Photographs of individuals will be withdrawn from publication upon request ;
- Discretion will be used with photographs of young children to reduce the risk of the inappropriate exploitation of these pictures by others;
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**Names:**

- Unless permission has been provided or the information is required for other purposes, the full name of members will not be used on publicly distributed electronic material;
- Match reports and other articles of interest will generally identify individuals only by their first name, unless more information is required to make sense of the report.

For further information or a copy of this policy, please contact your Divisional President.