



Mapleton Bowls Club

Privacy Policy

Issued: 10/09/2022

Last reviewed: 12/09/2022

Responsibility: Management Committee

Relationship to the constitution: Sections 11. Register of Members, Section 12. Prohibition on Use of Information on Register of Members, Section 49. Disciplinary Provisions

Relationship to other club policies: Disciplinary Policy

Relationship to external policies:

Purpose

This policy describes how the club manages personal and sensitive information.

Scope

This policy applies to all ordinary members, life members, junior members, temporary members, social members and honorary members, and visitors (including contractors) to the club.

Policy

The protection of personal and sensitive information is important to the Mapleton Bowls Club. The club is committed to respecting the right to both privacy and protection of such information.

What personal information do we collect.

Personal information is information, or an opinion, about an individual whose identity is reasonably apparent and can be reasonably ascertained from that information or opinion.

This includes, but is not limited to:

- name
- address
- email
- phone number
- date of birth
- gender
- preferred pronoun
- credit card details
- bowls qualification

Sensitive information is a type of personal information that also includes information or opinion, about a person's:

- ethnic origin
- political opinion
- sexual preference
- criminal record
- health information
- disability

In certain circumstances, where it is reasonable to do so, the club may collect sensitive information such as, but not limited to, a person's medical history, disability.

Disclosure or personal and sensitive information to third parties

Important: The club is required by law to obtain consent when collecting personal and sensitive information. The club will assume consent to the collection of all personal and sensitive information that is provided to it for use in accordance with this Privacy Policy, unless informed otherwise.

Important: The club is required to share personal and sensitive information with Bowls Queensland and Bowls Australia for the purpose of affiliation.

Important: The club will assume consent to disclose personal and sensitive information with:

- organisations or agencies for the purpose participation in competitions and/or other events.
- our insurers and/or any professional advisors as reasonably necessary for the purpose of obtaining, maintaining insurance coverage, risk management, obtaining professional advice or the defence of legal claims.
- financial organisations for the purpose of financial transactions only, and only to the extent necessary for the purposes of processing your payments and dealing with complaints and/or refunds.

In addition to the disclosures listed above, the club may disclose personal and sensitive information where such disclosure is required for compliance with legal obligations to which we are subject, or to protect your or another's vital interests.

In certain circumstances it is possible that personal and sensitive information may be disclosed outside of Australia, for example this may take the form of participation in an international event. In these circumstances, whilst the club will attempt to ensure the appropriate management and protection of personal and sensitive information of the participant, the privacy of that personal and sensitive information will fall under the jurisdiction of other agencies.

The hosting facility for the club website is located within Australia and is subject to the Data Protection legislation of Australia.

Important: You acknowledge the club is not responsible for the personal and sensitive information that you submit to access the clubs Facebook page. The club cannot prevent the use of misuse or such data by others.

Important: Your name and address will be displayed on the notice board for 14 days following application for membership and prior to membership approval.

Important: The Register of Members is open to all members for inspection upon request to the club secretary. Disclosure of information from the Register of Members for any purpose, without the club's consent is a serious disciplinary offence.

Storage, creation, retention, and deletion of personal and sensitive information

The club stores information in different ways, including paper and electronic storage. When information is added to our membership database, the information may be combined with information we create about you such as coaching, competition, or accreditation records.

Security of personal information is important to the club. We include strict confidentiality requirements of our management committee.

The club will retain your personal and sensitive information no longer than is necessary for that purpose, or if required for compliance with a legal obligation to which the club is subject.

Use of Personal and Sensitive Information

Important: The club may use your personal and sensitive information to:

- verify your identity
- complete background checks as appropriate
- develop, run, administer, and conduct competitions, programs, activities, and events relating to bowls, the club, and Bowls Queensland.
- respond to emergency situations involving or requiring medical treatment
- administer and manage our database
- keep you informed of news, information, events, activities, and opportunities arising from your membership of the club by post, text, or email.

Images, publicity, and marketing

Photographs of events and attendees at events may be used for marketing and advertising purposes. Your name may be used as part of the item. Unless you advise us otherwise, it will be assumed that your attendance at the event is indication of your consent to use photographs that may include you for the purposes above and without compensation.

Additional policies apply to photographs that contain images of juniors under the age of 18y years. These are described in the Child safeguarding policy.

Consent

Important: By signing the application for membership of the club, the club will presume consent unless informed otherwise in writing.

Your Rights

You have the right under the Data Protection Act 1988 and subsequent amendments to see what personal and sensitive information the club has about you and to have any incorrect information corrected. Please contact the club secretary.

Any issue or complaints in relation to the privacy of personal and sensitive information held by the club should be made in writing to the club secretary.

Notification of Amendments to this Policy

From time to time this policy will be reviewed and updated. It is your responsibility to ensure that you review the clubs' policies regularly. We will notify you of any significant changes to this policy either by email, the club website and/or our Facebook page.

Disciplinary Action

The club may have to take disciplinary action against members who repeatedly or intentionally fail to follow this policy.