

**Policy Title: Privacy Statement**

Date of Issue: January 2007

Policy Coverage: All Members

Date of Review: January 2007

Controlling Body: Directors

## STATEMENT OF COMMITMENT

Jollettes Gymnastics is committed to providing all members with the highest level of membership services. This includes protecting members' privacy. Jollettes Gymnastics is bound by the new sections of the Commonwealth Privacy Act 1988, which set out a number of principles concerning the protection of an individual's personal information.

The aim of these new laws is to ensure that organisations handle personal information responsibly and provide a consistent approach to its collection, use and disclosure. These new laws also give the individual new rights such as access to their personal information and the ability to correct it, if needed.

Our Privacy Policy contains the following important information, which the Privacy Act requires us to communicate to all of our members, regarding the use of their personal information.

## POLICY APPLICATION

This policy applies to all staff, members and volunteers. Core activities include:

- Administration
- General class training
- Conduct of competitions/events
- Holiday and school clinics
- Working bees
- Fundraising

## POLICY DEFINITION

### What is Personal Information?

Personal information is information about an individual who can be identified, or whose identity could be reasonably ascertained, from the information

### **How we collect Personal Information**

- Jollettes Gymnastics collects personal information from you that you volunteer when:
- You register to become an affiliated gymnast
- You register as a Staff Member
- You enter a Jollettes Gymnastics event or participation program
- You purchase merchandise from Jollettes
- You request information from Jollettes
- You provide information to one of our staff or volunteers
- You participate in one of our surveys

### **How we use Personal Information**

We will only collect information that is necessary for us to carry out our primary purpose of providing services relating to membership, education, events and merchandise.

Your Personal Information may be used in order to:

- Provide the services you require
- Facilitate internal accounting and administration
- Facilitate regulatory reporting and compliance
- Assist us in identifying and informing you about other products or services that may be of benefit to you

If you do not want us to send you any information about services or products, or you do not want us to disclose personal information to any other organisation (including related organisations) you can advise us accordingly in writing to our Administration manager. If you do not advise us otherwise, you confirm agreement on your own behalf and/or on behalf of others you represent.

If you choose not to provide personal information, we may not be able to provide you with the services you require, or the level of service on which we pride ourselves.

### **When we disclose Personal Information**

We disclose personal information to Gymnastics WA and Gymnastics Australia who, in turn, pass it on to other organisations. The organisations to which Gymnastics Australia disclose information include outsourced service providers who manage the services we provide to you including:

- Insurers
- Sport Education Section (ASC)
- Our professional advisors including our accountants, auditors and lawyers, government and regulatory authorities and other organisations as required or authorised by law

We limit the use and disclosure of any Personal Information provided by us to such organisations for the specific purpose for which we supplied it.

When you provide us with Personal Information about other individuals, we rely on you to have made them aware that you will or may provide their information to us, the purposes for which we use it, the types of third parties we disclose it to and how they can access it.

## **Storage and supply of Personal Information**

Jollettes Gymnastics stores Personal Information on a computer database. Your Personal Information may be held in both paper file and computer file form. We have implemented measures of a reasonable nature to ensure that all Personal Information about you is securely stored from misuse, loss and unauthorised handling.

## **Accuracy of Personal Information**

We take reasonable steps to ensure that whenever we collect, use or disclose Personal Information, that it is accurate, complete and up-to-date.

## **Access to Personal Information**

You have a right to access your Personal Information, subject to some exceptions allowed by law. If you would like to do so, you can gain access to your Personal Information by contacting our Administration Manager or by writing to Jollettes Gymnastics. Alternatively, you may also advise us at any time about possible breaches of privacy, or inaccurate, incomplete or updated Personal Information.

## **REQUIREMENTS & RESPONSIBILITIES**

This section specifies the roles and responsibilities of all parties involved in club activities.

### **Directors**

- Ensure that the Jollettes Gymnastics Privacy Policy is documented and available to management, staff, members and volunteers

### **Administration Manager**

- Ensure that the Jollettes Gymnastics Privacy Policy is documented and available to management, staff, members and volunteers

### **Head Coach**

- Ensure that staff, members and volunteers have access to and abide by the Jollettes Gymnastics Privacy Policy

### **Assistant Coach**

- Abide by Jollettes Gymnastics Privacy Policy

### **Athletes/Volunteers/Visitors/Parents**

- Abide by Jollettes Gymnastics Privacy Policy

## **POLICY BREACHES AND CONSEQUENCES**

- The first breach of this policy by an individual will incur a verbal warning.
- The second breach of this policy by an individual will incur a written warning.
- If an individual breaches this policy for a third time, or if any breach results in criminal charges, the individual will be permanently excluded from further participation in any Jollettes Gymnastics activities. If the individual is a member of staff, this will include immediate termination of their employment contract.

## CONFIDENTIALITY & REPORTING

All records and reports relating to this policy and any breaches thereof will be forwarded to the Administration Manager, who will ensure they are stored safely and securely. Names of individuals permanently excluded from participating in Jollettes Gymnastics activities will be forwarded to all Head Coaches. Any other information relating to any breaches of this policy, or action taken, will only be released when required by law or requested by the governing body (Gymnastics Australia).

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Nelleck Jol - Director

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Date

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### Disclaimer

Please note that this information is not intended to constitute legal advice, and is provided as general information only. You should not rely on it without first verifying the accuracy, completeness and currency of the material, and its relevance to your individual circumstances.