



Club Policy – Privacy

August 2013 (v3 - Final)

Rationale

The Bulleen Templestowe Basketball Club values the privacy of the personal information it collects from members. The Club is obliged to protect the information it collects and uses

This policy outlines the privacy obligations of all staff and volunteers working at the Club to help them protect member's personal information.

Definition

Under the Act, "personal information means information or an opinion (including information or an opinion forming part of a database), that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion".

This policy applies to all BTBC staff as well as all volunteers who are involved in the administration of individual Club programs.

Guidelines

1. The Club will only collect personal information that is necessary to perform the functions of the Club or its affiliated associations
2. The Club will not disclose personal information of members (including email addresses) to any other party, except where required by by-laws governed by Basketball Victoria or Basketball Australia
3. The Club will only use personal information provided for the purposes for which it was collected i.e. for playing basketball
4. The Club will take reasonable steps to ensure that all personal information is accurate and up to date
5. The Club will implement appropriate security mechanisms within its computer systems to ensure that only authorised Club representatives can access personal information of members
6. The Club may, at its discretion, disclose personal details to designated Club officials for the purposes of holding tribunal hearings, or for the investigation of complaints
7. Programs may issue team lists to team members that contain names and contact telephone numbers, disclosure of further contact details such as addresses to team members is at the discretion of the individual
8. The following will apply to privacy around photographs and video images:
 - a. The Club will comply with guidelines provided by Basketball Victoria in regard to the use of photographs and video of basketball activities
 - b. A standard clause will be included in registration forms for all junior programs to provide permission for use of names, photos and video under defined circumstances (see Appendix below)

- c. For any use of photographs or video outside of these circumstances, written permission of parents must always be sought
 - d. Contracts for senior players are to include a clause that gives the Club permission to use any photograph of them for promotional purposes
 - e. Where any member requests the removal of a photo of themselves or their child from any Club material this is to be actioned immediately
9. The Club will comply with Basketball Victoria guidelines in relation to Working With Children checks
 10. The Club will remove personal information from it's records when it is no longer required or on request in writing (or via email)

Evaluation

This policy will be evaluated every 3 years as part of the Club's policy review cycle.

Adoption

Reviewed by the Committee of Management (CoM) 26th August 2013

Appendix – Clause to be included on all junior registration forms

I consent to the following in regard to my child's name and photographic image:

1. My child's first name and surname (but not address) may be mentioned in any Club publication (whether printed or electronic) in reports about games and achievements.
2. My child may be photographed and any image be used in any Club publication (whether printed or electronic) for the promotion of basketball where my child is not individually identified.
3. My child may be photographed as part of their team and be identified by name where this is a printed publication for Club use only e.g. Club yearbook or noticeboard.
4. Videos may be taken of my child playing or training to be used for family keepsakes by family members of my child's team mates, or by Club coaching staff for the purpose of coaching instruction or game scouting.
5. I will not photograph or video any activity (game or training) in which my child is involved unless I make it known to the coach or team manager that I propose to take photographs or video an activity.
6. I understand should the Club propose to use a photograph or video of my child in any circumstance other than the above where they are individually identified that the Club will seek specific written permission for this use.