



# THE LYSTERFIELD WOLVES

## JUNIOR FOOTBALL CLUB

### PRIVACY POLICY

#### Privacy at LJFC

Lysterfield Junior Football Club (LJFC) respects the privacy of individuals. This policy outlines the way we manage personal information that we collect or that is provided to us. It applies to LJFC only.

LJFC is bound by National Privacy Principles (**Principles**) contained in the Commonwealth Privacy Act. In summary, the Principles describe '*personal information*' as information (or an opinion) relating to an individual that can be used to identify that individual.

#### Why does LJFC collect personal information?

LJFC is junior football club playing in the Eastern Football League (EFL) to operate our club; we need to collect some information about the people we deal with. Collecting personal information is also necessary in some circumstances to meet our League affiliation obligations.

#### What kind of personal information does LJFC collect and how does LJFC collect it?

LJFC generally collects and holds personal information about:

- Our players;
- Our players families;
- Our Sponsors

The type of information we collect varies, depending on the purpose, and may include (but is not limited to) name, address, contact details, credit information and health information. This information may be obtained by way of forms filled out, information provided in person or by telephone by the individuals themselves, or their parent / guardian.

#### How do we use personal information and to whom may we disclose it?

In general, LJFC uses personal information to:

- Maintain membership records
- Comply with League obligations (including birth dates)
- Pass on medical conditions to trainers to ensure correct medical attention is rendered



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where applicable

Depending on type of information, personal information may be disclosed to:

- Committee members within LJFC;
- Player coaches, trainers and team officials
- Insurers, and regulatory authorities as agreed or authorised by law;
- A person authorised by the players parent / guardian
- Eastern Football League or its subsidiaries

Generally, we require that organisations outside LJFC who handle or obtain personal information as service providers to LJFC acknowledge the confidentiality of this information, undertake to respect any individual's right to privacy and comply with the Principles and this policy.

In most cases, if you do not provide information about yourself that LJFC has requested, LJFC may not be able to enable the registration of players. For example date of birth details to authenticate the relevant age group.

### **How do we treat sensitive information?**

The Privacy Act defines 'sensitive' information as information about a person's racial or ethnic origin, religion, or health etc.

Sometimes it may be necessary to collect sensitive information. If you provide LJFC with sensitive information, it is LJFC's policy that this information will be used and disclosed only for the purpose for which it was provided or another directly related purpose, unless you agree otherwise, or unless use or disclosure of this information is allowed by law.

### **How do we manage personal information?**

LJFC informs all Office Bearers, Committee and Team Officials who handle personal information to respect the confidentiality of that information and the privacy of individuals.

### **How do we store personal information?**

LJFC is required by the Principles to safeguard the security and privacy of your information, this includes an obligation to take reasonable steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

The Principles also require LJFC not to store personal information longer than necessary. Where



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LJFC no longer requires any personal information that we hold, we will destroy that personal information or remove details which may identify individuals.

### **How do we keep personal information accurate and up-to-date?**

LJFC seeks to ensure that the personal information it holds is accurate and up-to-date. We realise that this information changes frequently with changes of address and other personal circumstances. We encourage you to contact LJFC as soon as possible in order to update any personal information we hold about you. LJFC contact details are set out below.

### **Can you check what personal information about you is held by us?**

To make a request to access information LJFC holds about you, please contact LJFC in writing. LJFC will require you to verify your identity and to specify what information you require.

### **What if you have a complaint?**

If you consider that any action of LJFC breaches this privacy policy or the National Privacy Principles, you can make a complaint. In the first instance, to LJFC – The club has an officer appointed to handle complaints. LJFC endeavours to respond promptly to complaints.

### **How do you contact us?**

In the first instance please contact the President. Contact details are on the website.

### **Updates to this Policy**

This privacy policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices. All personal information held by LJFC will be governed by LJFC's most recent policy. If you are unsure whether you are reading the most current version, please contact us.



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