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**SOP No 8 - Information Privacy Principles**

**Commentary**

This SOP articulates the procedures to be adopted by the Club when collecting personal information from members of the Club. It sets out the purposes under which information can be collected, how it should be stored and the conditions under which it should be released to other persons or organisations.

**Procedures**

**Interpretation**

“The Club” means the Tango Netball Club Incorporated

"The Committee" means the Committee of the Tango Netball Club

Incorporated

"Personal information" means information or an opinion, whether true or not, relating to a natural person or the affairs of a natural person whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

"The Principles" means the Information Privacy Principles established under this Clause

"Record-subject" means a person to whom personal information relates.

**Principles**

The Committee of the Tango Netball Club Incorporated shall ensure that the following Principles are implemented, maintained and observed for and in respect of all personal information for which the Club is responsible.

**Collection of Personal Information**

(1) Personal information should be not collected by unlawful or unfair means, nor should it be collected unnecessarily.

(2) The Club when it collects personal information should take reasonable steps to ensure that, before it collects it or, if that is not practicable, as soon as practicable after it collects it, the record subject is told:

**20 July 2010** 44

**Author: Paul Warren**

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(a) the purpose for which the information is being collected (the

"purpose of collection"), unless that purpose is obvious;

(b) if the collection of the information is authorised or required by or under law - that the collection of the information is so authorised or required; and

(c) in general terms, of its usual practices with respect to disclosure of personal information of the kind collected.

(3) The Club should not collect personal information that is inaccurate or, having regard to the purpose of collection, is irrelevant, out of date, incomplete or excessively personal.

(4) The Club will ensure the following information is attached to any document or other tool used to collect person information:-

“1. The personal information collected by the Tango Netball Club Inc is for the purpose of what is reasonably required for placing teams within Netball Competitions within South Australia. This may include disclosing certain particulars to organisations or associations to facilitate this purpose.

2. This personal information is not collected unlawfully or unnecessarily.

3. The information is stored securely and not disclosed except as required by law.

4. Every endeavour is made to ensure that the personal information collected is recorded accurately, completely and is correct.

5. We endeavour to implement reasonable security precautions regarding access to information submitted to us by you. Any unauthorised access to your information will be contrary to our information privacy instructions.”

**Storage of Personal Information**

The Club should take such steps as are, in the circumstances, reasonable to ensure that personal information in its possession or under its control is securely stored and is not misused.

**Access to Records of Personal Information**

Where the Club has in its possession or under its control records of personal information, the record-subject should be entitled to have access to those records in accordance with these principles.

**20 July 2010** 45

**Author: Paul Warren**

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**Correction of Personal Information**

When the Club has in its possession or under its control records of personal information about another person should correct it so far as it is inaccurate or, having regard to the purpose of collection or to a purpose that is incidental to or connected with that purpose, incomplete, irrelevant, out of date, or where it would give a misleading impression.

**Use of Personal Information**

(a) Personal information should not be used except for a purpose to which it is relevant.

(b) Personal information should not be used by the Club for a purpose that is not the purpose of collection or a purpose incidental to or connected with that purpose unless:

(i) the record-subject has expressly or impliedly consented to the use;

(ii) the Club using the information believes on reasonable grounds that the use is necessary to prevent or lessen a serious and imminent threat to the life or health of the record-subject or of some other person.

(iii) the use is required by or under law.

(c) The Club should take reasonable steps to ensure that, having regard to the purpose for which the information is being used, the information is accurate, complete and up to date.

**h. Disclosure of Personal Information**

The Club should not disclose personal information about some other person to a third person unless:

(a) the record-subject has expressly or impliedly consented to the disclosure;

(b) the person disclosing the information believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the record- subject or of some other person;

(c) the disclosure is required or authorised by or under law.

**20 July 2010** 46

**Author: Paul Warren**

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**i. Acts and Practices of and Disclosure of Information to**

**Committee or persons acting for the Club.**

For the purposes of this Instruction –

(a) an act done or practice engaged in by, or personal information disclosed to, a person employed by, or in the service of, the Club in the performance of the duties of the person’s employment or service shall be deemed to have been done or engaged in by, or disclosed to, the Club;

(b) an act done or practice engaged in by, or personal information disclosed to, a person on behalf of, or for the purposes of the activities of the Club, or in accordance with, an enactment for the purpose of assisting, or performing functions in connection with, the Club, shall be deemed to have been done or engaged in by, or disclosed to, the Club.

**j. The Club and any person acting on its behalf to comply with**

**Principles**

The Club and any person acting on its behalf shall not do an act or engage in a practice that is in breach of or is a contravention of the Principles.

**k. Collecting of Personal Information**

For the purposes of the Principles, personal information shall be taken to be collected by the Club from a person if the person provides that information to the Club in response to a request by the Club for that information or for a kind of information in which that information is included.

**l. The Club shall keep records of any request made for information**

The Club shall keep records (using register in Annex A) of any request for information and its response to that request. The records shall include:

(a) The date of the request for information

(b) The name and address of any person or organisation requesting the information

(c) The date any information was supplied to the person or organisation

(d) The nature of the information supplied

**20 July 2010** 47

**Author: Paul Warren**

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**m. The Club Acting Singly or in Combination**

This Instruction and the Principles shall apply to the collection, storage, access to records, correction, use and disclosure in respect of personal information whether that personal information is contained in a record in the sole possession or under the sole control of the Club or is contained in a record in the joint or under the joint control of any number of other agencies, clubs, organisations or associations.

**Reference**

Tango Netball Club Inc Constitution Tango Netball Club Inc Philosophy Duty of Care Statement

Tango Coaching Development Model

SOP No Fill-In Players

SOP No Fill-In Players Adelaide Metropolitan

SOP No Fill-In Players SA Districts

SOP No Coach’s Responsibilities

SOP No Team Manager’s Responsibilities

**20 July 2010** 48

**Author: Paul Warren**

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**Annex A - Register of supplied information**

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| --- | --- | --- | --- | --- | --- |
| No. | Date request | Person or organisation | Info supplied  Yes / No | Date supplied | Nature info |
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**20 July 2010** 49

**Author: Paul Warren**

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