

POLICY NAME:	Birralee Gymnastics Privacy Policy
DATE OF ISSUE:	October 2018
POLICY COVERAGE	Birralee Gymnastics Inc Committee of Management, staff, volunteers, parents, participants and spectators. All Birralee Gymnastics events and activities including competitions, education courses, workshops, meetings, seminars or any other activities organized by Birralee Gymnastics Inc.
DATE OF REVIEW	Biennial
CONTROLLING BODY	Birralee Gymnastics Inc

1. INTRODUCTION

- 1.1 Birralee Gymnastics expects children and young people who participate in its activities to have a safe and happy experience. Birralee supports and respects children, young people, staff, volunteers and participants.
- 1.2 The aim of the Policy is to protect the Privacy health of our members, staff, committee of management and volunteers.

2. POLICY STATEMENT

- 2.1 Birralee Gymnastics Inc is committed to providing the highest level of membership service. This includes protecting members privacy, protecting the health safety and wellbeing of members, particularly children.
- 2.2 Our Privacy Statement contains the following important information that the Privacy Act requires us to communicate to all our members, regarding the use of your personal information.
 - i. ***Manner and purpose of collection of personal information;***
Information shall be collected in a lawful manner. Only information relevant and necessary to the club shall be collected.
 - ii. ***Solicitation of personal information from individual concerned;***
Ensure that the individual knows information is being collected, for what purpose and to whom it will be disclosed.
 - iii. ***Solicitation of personal information generally;***
The club shall endeavour to collect the most up to date information and will not intrude upon the personal affairs of the individual.
 - iv. ***Storage and security of personal information;***
The club shall take reasonable safeguards against loss, unauthorised access, use, modification, or misuse.
 - v. ***Information relating to records kept by record keeper;***
The club shall have a policy outlining the nature of information recorded, the purpose and how an individual may access their records.
 - vi. ***Access to records containing personal information;***
The club shall provide an individual access to the information collected about them, except where refusal is applicable under other Commonwealth Law.

- vii. ***Alterations of records containing personal information;***
The club shall make corrections, deletions and additions to ensure the accuracy of the records.
- viii. ***Record keeping to check accuracy of personal information before use;***
The club shall not use information without taking reasonable steps to ensure accuracy.
- ix. ***Personal information to be used only for relevant purposes.***
- x. ***Limits on use of personal information;***
Information shall only be used for the particular purpose it was collected, unless consent is obtained or to prevent or lessen other serious health or legal risk.
- xi. ***Limits on disclosure of personal information;***
Disclosure of personal information may occur only where consent has been obtained, to prevent or lessen serious health risk, required by law or the enforcement

3. SCOPE

3.1 *What is Personal Information?*

Personal information is defined in the Privacy Act as information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

3.2 *What information will be covered?*

All personal information gathered by, or on behalf of Birralee Gymnastics Inc for the purpose of managing membership, education, events and merchandise.

4. APPLICATION OF POLICY

- 4.1 This Policy applies to all members of Birralee Gymnastics; employees, officers, administrators, volunteers, coaches, judges, athletes and officials (Members);
- 4.2 This Policy applies equally to members involved in each of Birralee Gymnastics disciplines, including Men's Artistic, Women's Artistic, Rhythmic, General Gymnastics, Sport Aerobics, Trampoline Sports, Sports Acrobatics, Introgym, Cheerleading, Kinda gym, Toddler Gym; &
- 4.3 This Policy applies to behaviour occurring both within and outside the course of Birralee Gymnastics business, activities and events, when the behaviour involves members and negatively affects relationships within Birralee Gymnastics sport and work environment.

5. REQUIREMENTS AND RESPONSIBILITIES

The requirements and responsibilities of Birralee Gymnastics in application of our Privacy Policy are outlined in the following:

5.1 *How we collect Personal Information*

- i. You register to become an affiliated gymnast;
- ii. You register to become an affiliated coach;
- iii. You enter a Birralee Gymnastic event or participation program;
- iv. You participate in a Birralee Gymnastics course.
- v. You purchase merchandise from us;
- vi. You request information from us;
- vii. You provide information to one of our staff; &
- viii. You participated in one of our surveys.

5.2 ***How we use Personal Information***

We use personal information to register our members online with Gymnastics Australia, to contact next of kin for club programs, incident reports, accident reports and medical history.

5.3 ***Your personal information may be used in order to;***

- i. Provide the services you require;
- ii. Internal accounting and administration;
- iii. Regulatory reporting and compliance; &
- iv. Help us to identify you and inform you about other products or services that may be of benefit to you.
- v. Provide medical or emergency medical attention.
 - 5.3.1 If we send you any information about services or products you do not require or you do not want us to disclose personal information to any other organization, (including related organizations) you can advise us accordingly by writing to our Members Officer.
 - 5.3.2 If you do not advise us otherwise, you confirm agreement on your own behalf and/or on behalf of others you represent.
 - 5.3.3 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.

5.4 ***When we disclose Personal Information***

- 5.4.1 We disclose personal information to other organizations that we believe is necessary to assist in providing our services.
- 5.4.2 The organizations to which we disclose information include:
 - i. Outsourced service providers who manage the service we provide to you, including:
 - ii. Insurers
 - iii. Sport Education Sector (ASC)
 - iv. Our professional advisors, including our accountants, auditors and lawyers
 - v. Government and regulatory authorities and other organizations, as required or authorized by law.
 - vi. Our Affiliated member Associations.
- 5.4.3 We limit the use and disclosure of any personal information provided by us to such organizations for the specific purpose for which we supplied it.
- 5.4.4 When you provide us with personal information and other individuals, we rely on you to have made them aware that you will or may provide their information to us, the purposes we use it for, the types of third parties we disclose it to and how they can access it. This is extremely important for Birralee Gymnastics in providing the personal information of their members.

5.5 ***Storage and Security of Personal Information***

Birralee Gymnastics Inc stores personal information on paper files at the Club premises in locked storage. Your personal information may be held in both paper file and computer file form. During all classes information is readily accessible to Head Coach, Club Manager, Floor Supervisor on Duty, and Executive Committee Members only. Information is only removed from the Club to register members or to contact members out of Club hours. We have implemented measures of a reasonable nature to ensure that all personal information about you is securely stored from misuse, loss and unauthorized handling.

5.6 ***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. All personal information for members under the age of 18 years is provided by the members next of kin or appointed guardian and is always available for updating.

5.7 ***Access to Personal Information***

You have a right to access your personal information, subject to some exemptions by law. If you would like to do so, you can gain access to your personal information by contacting our Members Officer or by writing to Birralee Gymnastics Inc. Alternatively, you may also advise us at any time about possible breaches of privacy, inaccurate, or incomplete personal information. Information is only accessible to Head Coach, club Manager, Floor Supervisor on Duty and Executive Committee Members.

6. POLICY BREACHES AND CONSEQUENCES

6.1 ***Procedural Steps***

Birralee Gymnastics undertakes to deal with any complaints of a breach of the Member Protection Policy promptly, seriously, sensitively and confidentially. At any stage, it is the prerogative of the complainant to proceed with, or dissolve, a complaint.

6.2 ***Discussion***

Should a complaint arise, Birralee Gymnastics Inc encourages the Complainant to consider the following options:

- i. Approach the person creating the problem and ask him or her to stop the behaviour.
- ii. If the behaviour continues, or it is not possible to approach the person, contact either:
 - a. Head Coach or Senior Coach on duty
 - b. Birralee Gymnastics Member Protection Officer, &/or
 - c. President or other official of Birralee Gymnastics Inc.

6.3 ***Member Protection Officer***

If the Complainant decides to proceed, the Member Protection Officer refers the matter to the Member Protection Grievance Officer or designated person in authority for investigation.

6.4 ***Member Protection Grievance Officer***

The Member Protection Grievance Officer determines to investigate, the Officer:

- i. Informs the alleged wrongdoer;
- ii. Interviews both parties separately;
 - a. Keeps confidential records of the process;
 - b. Attempts mediation to achieve resolution; &
 - c. Follows up on the Complainant.

6.5 ***Disciplinary Committee***

If no resolution is achieved, the Member Protection Grievance Officer gives all reports to the Disciplinary Committee, who determines the appropriate course of action.

6.6 ***External Resolution***

- i. If the complaint is not resolved, the Complainant may make a written complaint to an external organisation for mediation or arbitration. This can be done with the support of the Member Protection Grievance Officer.
- ii. If the complaint is upheld, a remedy will be prescribed by that external organisation.

7. CONFIDENTIALITY AND REPORTING

Birralee Gymnastics administration responsible for implementing this Policy will keep confidential the names and details relating to complaints, unless disclosure is:

- i. Necessary as part of the disciplinary or corrective process; &
- ii. Required by Law.

8. POLICY PROMOTION

8.1 This Policy will be made available to all members via the Birralee Gymnastics website at www.birraleegymnastics.com.au

8.2 This policy will be communicated to all staff, Committee, Technical Coaches, Coaches and Volunteers.

8.3 References to this policy will be included in the information documents that are provided to all team officials that represent Birralee Gymnastics Inc.

9. REVIEW PROCESS

9.1 This policy will be reviewed by the Committee of Birralee Gymnastics Inc on a biennial basis.

9.2 In addition to the regular review of this policy, recommendations for changes to the policy may be submitted to the Committee for consideration at any time. In the event that changes are accepted, the policy will be updated, and circulated to all stakeholders via the webpage, bulletin and other appropriate communication channels.

Written By: Carolyn Herrmann

Approved By: Birralee Gymnastics Inc Committee of Management

Endorsed : June 2015

Reviewed: 2016, 2017, 2018

Date for Next Review: July 2020