



Australian Floorball Association

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PRIVACY POLICY

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Introduction

The Committee of Management of the Australian Floorball Association Inc (known in this document as the AFA) is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Purpose

The purpose of this document is to provide a framework for the AFA in dealing with privacy considerations.

Authorisation

Executive Committee
Committee of Management
Australian Floorball Association Inc.

Policy

The AFA collects and administers a range of personal information for the purposes of maintaining an accurate register of members. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

The AFA recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

The AFA refers to the 1988 Privacy Act (Cth) (as amended by the private sector provisions which came into effect on 21 December 2001) (the "**Privacy Act**") as well as the Health Records and Information Privacy Act 2002 (NSW) which impose

specific obligations when it comes to handling information. The organisation has adopted the respective Privacy Principles contained in Acts as minimum standards in relation to handling personal information.

In broad terms this means that we:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

The AFA will adhere to the Procedures outlined below.

Procedures

Collection

The AFA will:

- Only collect information that is necessary for the performance and primary function of the AFA.
- Notify members about why we collect the information and how it is administered.
- Notify members that this information is accessible to them.

Use and Disclosure

The AFA will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses we will obtain consent from the affected person.

Data Quality

The AFA will:

- Take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform.
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Data Security and Retention

The AFA will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Records no longer required will be destroyed in a manner which protects members' privacy.

Openness

The AFA will:

- Ensure members & affiliates are aware of AFA's Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction

The AFA will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up-to-date.

Anonymity

The AFA will:

- Give members the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other service providers

The AFA:

- Can only release personal information about a person with that person's expressed permission. For personal information to be released, the person concerned must sign a release form.
- Can release information to third parties where it is requested by the person concerned.

Responsibility

The Committee of Management of the AFA is responsible for adopting & implementing this policy.
