



PRIVACY POLICY

INTRODUCTION

Roselind Calisthenics is committed to protecting the privacy and confidentiality of personal information which the club 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 Roselind Calisthenics in dealing with privacy and confidentiality considerations.

POLICY

Roselind Calisthenics collects and administers a range of personal and confidentiality information for the purposes of members, coaches, volunteers, programs and marketing of the club. Roselind Calisthenics is committed to protecting the privacy and confidentiality of personal information it collects, holds and administers.

Roselind Calisthenics 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 and confidentiality values are reflected in and supported by our core values and philosophies.

Roselind Calisthenics is bound by laws which impose specific obligations when it comes to handling information. The club has adopted the following principles contained as minimum standards in relation to handling personal information.

Roselind Calisthenics will:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders and members 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.

PROCEDURES

RESPONSIBILITIES

Roselind Calisthenics is responsible for developing, adopting and reviewing this policy.

Roselind Calisthenics is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

PROCESSES

COLLECTION

Roselind Calisthenics will:

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

USE AND DISCLOSURE

Roselind Calisthenics will:

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

DATA QUALITY

Roselind Calisthenics will:

- Take reasonable steps to ensure the information the organisation collects is accurate, complete, up to date, and relevant to the functions we perform.

DATA SECURITY AND RETENTION

Roselind Calisthenics will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification
- Only destroy records in accordance with the clubs Records Management Policy.

OPENNESS

Roselind Calisthenics will:

- Ensure stakeholders are aware of Roselind Calisthenics Privacy and Confidentiality Policy and its purposes
- Make this information freely available in relevant publications and on the organisation's website.

ACCESS AND CORRECTION

Roselind Calisthenics 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

Roselind Calisthenics will:

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

MAKING INFORMATION AVAILABLE TO OTHER ORGANISATIONS

Roselind Calisthenics will:

- Only release personal information about a person with that person's express permission
- Can release information to third parties where it is requested by the person concerned