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PRIVACY POLICY

Policy number	1	Version	1.0
Drafted by	Tricia Vierra	Approved by Board on	
Responsible person	Public Officer	Scheduled review date	19 October 2016

INTRODUCTION

The Board of Croquet Tasmania 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 Croquet Tasmania in dealing with privacy considerations.

POLICY

Croquet Tasmania collects and administers a range of personal information for the purposes of

- Registration of individuals affiliated with the Australian Croquet Association through Croquet Tasmania
- Provision of names of individuals who are members of clubs affiliated with Croquet Tasmania, regardless of membership category, as required by insurance providers
- Maintenance of current records of accreditation for affiliated individuals who practice as coaches, officials and other roles requiring evidence of competency or suitability
- Compilation and maintenance of a directory of affiliated individuals for use by office bearers and appointees of Croquet Tasmania and Croquet Australia for purposes directly related to croquet
- Research, planning and reporting based on aggregated data drawn from existing records.

Policies can be established or altered only by the Board: **Procedures** may be altered by the CEO.

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Croquet Tasmania 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.

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

Croquet Tasmania will

- 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.

AUTHORISATION

Tricia Vierra, Secretary

19 October 2014

Croquet Tasmania

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PRIVACY PROCEDURES

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Responsible person	Secretary	Scheduled review date	19 October 2016

RESPONSIBILITIES

Croquet Tasmania's Board is responsible for developing, adopting and reviewing this policy.

Croquet Tasmania's CEO 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

Croquet Tasmania will:

- Only collect information that is necessary for the performance and primary function of Croquet Tasmania.
- 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

Croquet Tasmania will:

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

Data Quality

Croquet Tasmania will:

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

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Data Security and Retention

Croquet Tasmania will:

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

Openness

Croquet Tasmania will:

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

Access and Correction

Croquet Tasmania 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

Croquet Tasmania will:

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

Making information available to other organisations

Croquet Tasmania can:

- Only release personal information about a person with that person's express 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.

RELATED DOCUMENTS

- Records Management Policy
- Confidentiality Policy
- References Policy
- Authorisation

[Signature of CEO]

[Name of CEO]

[Date]

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