

## **SKATE VICTORIA PRIVACY POLICY**

This Policy meets the requirements of the Information Privacy Act 2000 (IPA) and the health records Act (HRA)

Operating under these Acts supplements but does not replace any other legal obligations of Skate Victoria. As a funded organization then Victorian legislation takes precedent over Commonwealth Legislation.

*As a respondent to the Privacy legislation Skate Victoria acknowledges the following obligations to protect:*

1. The privacy of an individual member and only request information that is relevant.
2. Member information from misuse or unauthorised disclosure.
3. The confidentiality of the individual member.

### ***RESPONSIBILITIES***

It is the responsibility of SV to ensure that people are aware of their obligations under the relevant Acts and perform their duties in accordance with them.

All those who hold a position within a Club or SV where they are required to handle the personal information of others have a shared responsibility to ensure that the privacy principles are adhered to.

It is the responsibility of SV to ensure that people receive any relevant training or information about their rights and obligations under this Act.

It is the responsibility of SV and Club Committee's to make it clear to members

- What information is being collected
- Who will have access to it and why.

### ***PRIVACY PRINCIPLES***

*Skate Victoria upholds the following principles.*

- Only relevant information will be collected.
- Where ever possible information will be collected from the individual rather than a third party.
- Information will be collected with due sensitivity to the individual and cultural background which may impact on a persons attitude to the collection of information.
- Information will be obtained lawfully.
- Individuals will be informed as to the reason for the collection of information.
- Information will be collected in a manner that respects the privacy and confidentiality of the individual.
- Information will only be used for the purpose for which it is collected.

- Consent to use or disclose the information will be obtained.
- That consent must be Informed, Freely given, Specific and Current
- Where information relates to a minor that information will be gained from a parent or legal guardian,
- In a critical situation where a member cannot provide his/her information or in the case of a minor where a parent or legal guardian is not present, decisions will be made based on what is in the best interest of that individual.

***In order to maintain the requirements of the Privacy Legislation the following guidelines and practices should be maintained.***

### ***COLLECTION OF INFORMATION***

Membership information will generally be collected through the completion of an appropriate membership form.

Other examples although not conclusive of information collected for use are

- Incident reports.
- Medical disclosures
- Police checks
- Disciplinary hearing reports.

Information collected will be

- Relevant
- Kept confidential.
- Not identify an individual if used for statistical purposes.
- Include details of how this information is to be used and who will have access to it.

### ***SHARING INFORMATION.***

With the consent or understanding of the member, information can be shared for:

- The purpose for which it was collected.
- For any identified but related purpose.
- Information that is shared without the consent of the individual would only occur if there was
  - A serious life threaten issue
  - If Skate Victoria is required to do so by law.

Membership information will generally be shared between the individual, the Club to which s/he belongs, Skate Victoria and Skate Australia.

All parties have a responsibility to make this clear to the individual.

### ***TRANSMISSION OF INFORMATION***

Membership information is required to be transferred from Club, to SV and to Skate Australia. Information is transferred in a number of ways. Each mode of transfer requires the following considerations.

#### ***WHEN POSTED***

- When information, which contains personal details, is posted it should be sent in a secure package.

- Photographs of minors should not be sent in the same post as the identifying details of the individual.

#### ***WHEN FAXED***

- Ensure that the information has been faxed to the correct address.
- Ensure that fax covers include a privacy notation.
- Ensure that the fax machine is located in a private area to minimise the risk of private information being read by unauthorised persons.

#### ***WHEN EMAILED***

- Ensure that emails are sent to the correct email address.
- Emails carry a disclaimer statement.
- Recipients of group emails have consented to be party to this form of information dissemination.
- Emails are not forwarded on to another party without the expressed consent of the original party.

#### ***BY TELEPHONE***

- Ensure that the transmission of information from one party to another is done so in private.
- Private information is not left on a recorded message or message bank where parties other than the intended recipient can access this information

#### ***IN PERSON.***

- Ensure that conversations take place where they cannot be overheard.

#### ***RECORD KEEPING***

Information that is collected on an individual should meet the following requirements.

- Be accurate
- Regularly updated
- Be relevant
- Should be dated and sourced.

#### ***RECORD STORAGE***

All records that contain member information should be kept

- In a secure area.
- Not left in view of the general public.
- Only accessible to authorised persons.
- If stored in an electronic format then access should be password protected particularly where different persons use the one computer.

#### ***ACCESS TO RECORDS***

- Members should be informed who will have access to their personal information.
- It is the right of an individual member, or the parent or guardian of a minor, to be able to access his or her own records.
- Records can be accessed on request. Information that is recorded cannot be altered but a member may request that a notation be

included indicating where they are at variance with the recorded information.

- Access to records will be provided to other persons only with the consent of the individual member unless SV (or Club) is legally required to make records available.

Executive Members will be provided with membership records as follows.

President / Treasurer....	All records.
Vice Presidents.....	Membership records pertaining to their Branch.
Promotion..	As required.

Information will be for the purpose of:

- Confirming membership
- Ensuring members compete in the correct age categories.
- To facilitate contact with individual members
- Conduct Branch business.

Membership information may be forwarded to other members of a Branch Executive, if such information is required to ensure performance of their role.

Clubs will maintain their own records. They will also receive a copy of their membership listing. Nominated representatives of a Club may access information only on their own members.

### ***DATA COLLECTION***

The collection of data is important for grant applications, promotion, future planning and research. However the principles by which data is collated and utilized are:

- Data is relevant and has a legitimate use.
- Data is not identifiable.
- Any identifiable data will only be provided to another source with the consent of the individual.

### ***DISPOSAL OF INFORMATION***

Any information on members that is no longer required by Skate Victoria must be disposed of by shredding.

### ***POLICE CHECKS***

All police checks requested by Skate Victoria or its member Clubs will be processed by the Administrator.

Information supplied by the Victoria Police in response to a Police Check will be kept in a locked cabinet. The information will remain confidential to the Administrator and relevant Executive member or Committee person who require access to this information.

These records will not be copied or distributed to a third party.

### ***CONSENT FORMS***

No publicity material will be forwarded to the media or placed on an official SV website without the prior permission of the respective member.

Consent forms will be completed prior to any information or photographs being forwarded to the media or placed on an official website. A parent or guardian will be required to complete this form on behalf of a minor.

While a consent form is not required when placing a members name in a competition program or results listing this process should be indicated in sanction material. Participation in a specific event therefore implies consent to both these actions.

**SKATE VICTORIA**

**CONSENT FORM FOR THE RELEASE OF INFORMATION OR  
PHOTOGRAPHS**

**Skate Victoria acknowledges and respects the privacy of individuals. We support and comply with the National Privacy Principles in relation to the request for, and giving or personal information. Your written consent enables Skate Victoria to action the release of information or photographs in accordance with your approval.**

**I ..... Being the parent / guardian of**

.....

**OR**

**I ..... as a person over the age of 18 years give my consent to:**

- Use or take photographs for the purpose of publicity or promotion of skating.**
- Provide personal information to the media/ funding bodies for the purpose of promoting skating or make application for individual sponsorship or funding.**
- Provide information for the following purpose**

.....  
.....

**Time limitation/s if any contact is to be ongoing.**

**Signed .....**

**Date .....**