



CLUB POLICIES

Privacy Policy

This Privacy Policy applies to all Onkaparinga Swimming Club members.

This privacy Policy outlines how the club uses and manages personal information provided by individuals to our club and collected by us.

The Club may, from time to time, review and update this Privacy Policy to take account of new technologies, changes to its operations and practices and to make sure the policy remains appropriate to the changing swimming environment.

What kind of personal information does the club collect and how do they collect it?

The type of information the club collects and holds includes (but is not limited to) personal information, including sensitive information, about:

Swimmers and their parents and/or guardians (“Parents”) before, during and after the course of a member’s subscription is paid to the club to become a financial member.

- Job applications
- Training Fee Accounts
- Swimmers Medical forms
- Consent forms etc.

Personal Information provided by individuals

The club will generally collect personal information held about an individual by way of forms filled out by Parents, face-to-face meetings and interviews, and telephone calls. The club also collects information through data transfers from other clubs when a member is transferred, from Swimming SA, Swimmers, Officials SA and Australian Swimming results.

How will the club use the personal information an individual provides?

The club will use personal information it collects from an individual for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which an individual has consented.

The purpose for which the club will use personal information of swimmers, parents and officials includes:

- To keep members informed about matters related to swimming activities, through correspondence, newsletters and club handbook, website and committee minutes.

- Day-to-day administration;
- To seek donations and marketing for the club.
- To contribute to aggregated data that Swimming SA or Swimming Aust may require from time to time to meet their data requirements.

Job applicants

For personal information about job applicants the club's primary purpose of collection is to assess and (if successful) to engage the applicant, as the case may be.

The purpose for which the club will use personal information of job applicants, is to:

- To administer the individual's contract (as the case may be):
- To contribute to aggregated data that Swimming SA or Swimming Aust may use to meet their planning and data responsibilities.

Volunteers

The club also obtains personal information about volunteers who assist the club in its functions or conduct associated activities, such as to enable the club and the volunteers to work together.

Marketing and fundraising

The club treats fundraising and seeking donations for the future growth and development of the club as an important part of ensuring that the club continues to be a quality learning environment in which all members thrive.

Parents, Swimmers, officials and coaches and other members of the wider swimming community may from time to time receive fundraising information. Club publications, like newsletters details on website and handouts, which include personal information, may be used for club purposes.

How will sensitive information be treated?

'Sensitive information' means information relating to a member's name, age, confidential medical details, consent forms, result records etc. or criminal record that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The club is required to respect the confidentiality of member's personal information and the privacy of individuals.

The club has in place steps to protect personal information held from misuse, unauthorised access, modification or disclosure filed by the club. All information is secured under lock and key.

Updating personal information

The club endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by contacting the President, Secretary, Treasurer or Coach at any time.

Enquiries

If you would like further information about the way the club manages the personal information it holds, please contact the Club President.