

Research Junior Football Club

'The Family Club'
Affiliated with Lower Plenty F.C.



A.B.N. 68 478 513 231
David Thompson - President - 9712 0395
Glenn Harris - Secretary - 9437 2345

Privacy Policy Statement

The information below pertains to the collection and storage of any personal information you may be required to provide to the Research Junior Football Club..

In line with privacy requirements as outlined by law, The Research Junior Football Club gives the following assurances in regards to your personal information:

Collecting personal information

The Research Junior Football Club understands you as a member may have concerns about the privacy, confidentiality, and security of personal information we may obtain about you. The Research Junior Football Club policy is to protect members' privacy and personal information it may collect from time to time.

The Research Junior Football Club has undertaken to comply with the requirements of the Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000.

Personal information is collected by The Research Junior Football Club for the primary purpose of membership requirements and/or competition purposes. The Research Junior Football Club collects details such as your name, address, telephone and facsimile numbers, email addresses, gender, age, marital status, medical information.

A hard copy file containing your personal information is retained in a secure location in accordance with the Act, and for a further seven years in accordance with current Federal and State legislation governing document retention, before being destroyed.

Failure to provide required personal information

Failure to provide the information required for the purposes detailed may mean The Research Junior Football Club is unable to complete your membership and registration.

Securing personal information

To prevent any unauthorised access to your information, The Research Junior Football Club has installed computer and network security, including password protection processes.

Only staff authorised by the Executive Committee have access to the data file information. Hard copies of information are stored in locked cabinets or equivalent off site secured storage areas.

Disclosure of personal information

Your personal information will only be used or disclosed by The Research Junior Football Club, as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate The Research Junior Football Club delivering better services and benefits to its members, personal information collected may be shared with other organisations, including Northern Football League..

Further, to conduct our operations, The Research Junior Football Club occasionally engages independent operators and parties. Accordingly, some this information may be used or disclosed in part to:

- ⌚ enable mail contractors to deliver documents and communications to members;
- ⌚ officers of a government law enforcement agency in connection with the lawful performance of their duty;
- ⌚ a debt collection agency for financial default purposes;
- ⌚ send direct mail to members for AGM purposes.

Withdrawing consent for disclosure of information

If you do not consent to any of the disclosures above please advise The Research Junior Football Club in writing. We will then ensure your personal information is not used for this purpose. This exemption cannot apply where The Research Junior Football Club is required by law to provide such disclosure. If you do not object to the uses or disclosures as stated above, The Research Junior Football Club will accept this as having received your express consent.

Accessing personal information

Members may, upon written request, access their own personal information which The Research Junior Football Club has obtained from membership application forms and the related product or service forms it currently holds.

If for any reason The Research Junior Football Club is not in a position to release personal information, for example in cases where it would be unlawful to do so, we will notify you of this refusal and the basis for it.

Making changes to personal information

The Research Junior Football Club endeavours to ensure personal information held is accurate, complete and up-to-date. Where you believe personal information held is not accurate, complete or up-to-date, please advise The Research Junior Football Club and every effort will be made to correct the information.

Lodging a complaint

For any purpose associated with privacy matters, including the lodgment of a complaint, please contact The Research Junior Football Club immediately so we can quickly deal with your concern or complaint.

Our privacy policy

Copies of this privacy policy are available from The Research Junior Football Club office, or can be e-mailed or mailed to you.. This policy is also available on our website at www.researchjuniorfc.com.au

This Privacy Statement was last amended on 13/10/2008

Consent

I provide my consent for The Research Junior Football Club to collect, use and disclose my personal information as outlined above.

I understand I am entitled to access my own records except where access would be denied for legal or other appropriate reasons.

I understand I may withdraw my consent for The Research Junior Football Club to disclose my personal information (except where legal obligations must be met).

Member Name: _____

Signed: _____

Date: _____

