



**POLICY STATEMENT**

**Privacy Policy**

Date of approval: DRAFT  
Date to be reviewed: 01/10/2010  
Contact Person: RLAFC President

**Statement**

The Red Lions Australian Football Club Inc. adhere to all principles as set out in the National Privacy Principles (NPPs) extracted from the Privacy Act 1988.

Copies of the NPPs can be found at the Australian Government Office of the Privacy Commissioner website, [www.privacy.gov.au](http://www.privacy.gov.au).

In accordance with these principles, the following information is supplied to all members:

**1.0 Collection**

- The name of this organization is "Red Lions Australian Football Club Inc." and will be referred to as "the Club".
- The Club collects personal information for the following uses:
  - To allow Club staff and volunteers to contact members when necessary.
  - To be provided to governing bodies AFL Queensland and UQ Sport under affiliation requirements (please see AFL Queensland and UQ Sport Privacy Policies for more information).
  - To provide Medical Information to medical professionals in an emergency should the member be unable to him or herself.
- All members will have access to view and/or change their personal information upon request to the caretaker of club records.
- Should any personal information fail to be provided, membership to the club may become invalidated.

**2.0 Use and Disclosure**

- The Club will not disclose any personal information to any party except for the uses detailed above.
- Any further requirements for disclosure of personal information will be preceded by a request for consent from the member.

### 3.0 Data Quality

- The Club will make all efforts to update personal information when new information is provided.
- The expectation is placed upon the member to inform the Club of any new information as it becomes available.

### 4.0 Data Security

- Original information provided upon membership will be obtained on paper and stored in a secure Club filing facility.
- All information will also be logged electronically in a master member records database. Access to this database will be restricted to the caretaker of club records only.
- Upon termination of membership, a members paper records will be disposed of in a secure way and all electronic copies of the information will be removed from circulation.

### 5.0 Openness

- By making this policy available to all members, the Club fulfils all requirements in this area.

### 6.0 Access and Correction

- As above, all members will have access to view and/or change their personal information upon request to the caretaker of club records.

### 7.0 Identifiers

- While the Club may collect information about identifiers used by other entities (eg. University of Queensland Student Number), these identifiers will not be used by the Club to identify any individual within the club.

### 8.0 Anonymity

- Wherever it is lawful and practicable to do so, members will be given the option of not identifying themselves when entering in transactions with the Club.

### 9.0 Transborder Data Flows

- At no point should the Club require to send member's personal information outside of Australia.

### 10.0 Sensitive Information

- The Club will not collect information on a member's racial origin, political opinions or affiliations, religious or philosophical beliefs, professional/trade union membership, sexual preferences or criminal record.
- The Club collects information about a member's health only with the consent of the member for the uses detailed above.