



Privacy Policy

The Mandurah Mustangs Football and Netball Club (MMFNC) is bound by the National Privacy Principles (NPP) as set out in the Commonwealth Privacy Act (1988), certain of the Health Privacy Principles (HPP) as set out in the Victorian Health Records Act 2001, Netball Australia Privacy Policy and WA Football Commission Privacy Policy.

Collectively these principles influence how, pursuant to this privacy policy, the MMFNC collects, maintains, uses, discloses and secures personal and health information regarding MMFNC members and their families.

Definitions

For the purpose of this policy.

- “MMFNC Privacy Officer” means the MMFNC executive committee who implement this policy and oversee general privacy issues for the MMFNC.
- “Health information” means information or an opinion about.
 - the physical, mental or psychological health (at any time) of an individual.
 - a disability (at any time) of an individual.
 - an individual's expressed wishes about the future provision of health services to him or her; or
 - a health service provided, or to be provided, to an individual that is also personal information.
 - “Personal information” means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.
- “Sensitive information” means.
 - a) Information or an opinion about an individual.
 - i. Racial or ethnic origin; or
 - ii. Political opinions; or
 - iii. Membership of a political association; or
 - iv. Religious beliefs or affiliations; or
 - v. Philosophical beliefs; or
 - vi. Membership of a professional or trade association; or
 - vii. Membership of a trade union; or
 - viii. Sexual preferences or practices; or
 - ix. Criminal record: that is also personal information; or
 - b) health information about an individual.



The Collection of Information

The MMFNC will only collect personal information when it is necessary for it to perform the many functions or activities which are part of operating an amateur sporting organisation.

In the case of health information, in accordance with the relevant HPP, this will further only be collected when the individual in question (or their parent/guardian) has consented, or for instance if collection is required by law, or is necessary to prevent a serious and imminent threat to the life, health, safety or welfare of any individual.

Typically, the personal and health information the MMFNC collects will include (but is not limited to) information regarding.

- the contact details of players and their families
- player's personal details such as their name and age
- player's medical history and any medical needs
- player's games history (if any)
- other information deemed relevant by the MMFNC Committee

Such information will be collected so as to enable the MMFNC to perform functions and activities such as.

- Determining whether individuals are capable of participating in the MMFNC.
- Conducting administrative tasks such as registering members, ordering uniforms and paying membership fees
- Making contact with players, their families and any other organisations it deals with
- Ensuring that medical attendees can adequately and appropriately treat children if injured.

In compliance with its privacy obligations the MMFNC will only collect personal and health information in a fair, lawful and not unreasonably intrusive manner.

The MMFNC will also, where practicable, ensure that at or before the time of collection, individuals from whom personal or health information is being obtained are aware of factors such as why the information is being collected, to whom it may be disclosed and of their ability to access, where appropriate, such information at a later date. Individuals will also be informed of any law which requires the information to be provided and any consequences which come from a failure to provide such information. For instance, if a child's correct medical history is not provided to the MMFNC, for personal safety reasons, that child may not be allowed to register as a member.

Where reasonable and practicable the MMFNC will only obtain information about an individual from that individual or their parent/guardian.



Use and Disclosure of Information

The MMFNC will typically only use personal and health information for the purpose it was collected.

In accordance with the NPPs and HPPs, the MMFNC may however in limited circumstances use information for a secondary purpose. This may occur for instance if the individual or their parent/guardian have consented to this, the secondary use or disclosure is related to the primary purpose and would reasonably be expected, or if there is a serious and imminent threat to an individual's health or safety.

Without consent, the MMFNC will only in limited circumstances disclose information to third persons.

Unless advised to the contrary, the MMFNC will assume that individuals and their parent/guardian consent to the MMFNC disclosing information (when necessary) to third parties such as.

- Mandurah Mustangs Football and Netball Club Committee
- Peel Football and Netball League officials involved in MMFC activities.
- Medical personnel, including those called to attend injured members.
- Fellow team members and their parents/guardians (in relation to personal contact details only)

Unless advised to the contrary, the MMFNC will also assume that individuals and their parent/guardian consent to the MMFNC disclosing information as required by the constitution and rules of the MMFNC and the PFNL.

The MMFNC will also disclose information when required to do so by law. Information quality
The MMFNC will take reasonable steps to make sure that the information it collects uses or discloses about an individual is accurate, complete and up to date. Parents/guardians can assist the MMFNC in fulfilling this obligation, by keeping the Club informed when information, such as contact details or medication needs change.

Information Security

The MMFNC will take reasonable steps to make sure that the information it has regarding an individual is not lost, misused or inappropriately accessed or disclosed.

Openness

In accordance with NPP 5 and HPP 5, the MMFNC has prepared this privacy policy. The MMFNC will make this policy publicly available on its website and will also send a hardcopy to any person who requests that they do so. On application to the MMFNC Privacy Officer, the MMFNC will also take reasonable steps to inform an individual (or their parent/guardian) of the type of information the MMFNC has generally collected on them and how, as well as for what purposes such information is held, used and disclosed.



Access and Correction

Generally, individuals and their parents have a right to access, and if necessary, seek the correction of information held by the MMFNC. You can seek access to your information as held by the MMFNC by contacting the MMFNC Privacy Officer in writing. The MMFNC will provide you with access to the information it holds regarding you or your child/children unless an exception under the NPPs or HPPs applies. For instance, the MMFNC will not provide access to such information if doing so would have an unreasonable impact on the privacy of a third person. If access is denied, the reason(s) for doing so will be provided to you by the MMFNC. If access is granted, the MMFNC may charge a reasonable amount for doing so. If information held by the MMFNC is shown to be inaccurate or out of date, the MMFNC will take reasonable steps to remedy this.

Anonymity

Wherever it is lawful and practicable, individuals will have the option of not identifying themselves when dealing with MMFNC. For example, donations can be made to MMFNC anonymously.

Sensitive information

In accordance with the NPPs and HPPs the MMFNC will only collect sensitive information about an individual in certain limited circumstances, for instance if the individual and/or their parent / guardian have consented, or if such collection is necessary to prevent or lessen a serious and imminent threat to the health of any individual and the individual concerned is unable to provide consent.

Further information, inquiries, and complaints

If you require any further information regarding this policy, or you wish to complain to the MMFNC in relation to the manner in which it has dealt with your personal information, please contact the MMFNC.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.