

Privacy and Data Protection Policy for Redhead Bowling Club Co-Op Ltd



Version: 1.2

Date: 6th August 2019

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IMPORTANT LEGAL NOTICE

This document is intended only to provide a summary and general overview on matters of interest. It is not intended to be comprehensive nor does it constitute legal advice.

ClubsNSW attempts to ensure that the information in this document is current but we do not guarantee its currency.

ClubsNSW strongly recommends that you seek independent legal and other professional advice before implementing or acting on anything contained in this document.

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Redhead Bowling Club Co- Op Ltd**Privacy and Data Protection Policy****1 SCOPE, OBJECTIVES AND DEFINITIONS**

- 1.1 The scope this policy applies to all Personal Information used in the within the business operations of Redhead Bowling Club and all of its organizational units (Organizational Data). This policy covers, but is not limited to, Organizational Data in any form, including print, electronic, audio-visual, and backup and archived data.
- 1.2 The objective of this policy is to provide the framework and a central point of reference for Redhead Bowling Club Privacy and Data Protection matters. This will be achieved via supporting processes and procedures.
- 1.3 This policy should be considered within the context of the Redhead Bowling Club Co-Op Ltd overarching data governance framework which includes additional context (including Privacy Management Framework & Privacy Breach Response Procedure) for the effective management of Redhead Bowling Club's data.

2 POLICY STATEMENT

- 2.1 The Australian Privacy Principles (APPs) set out the legal requirements for the appropriate handling, management and processing of Personal Information by organizations such as Redhead Bowling Club. This policy sets out the key principles contemplated by the APPs, however it does not represent a complete or exhaustive description of the legal requirements applicable to Redhead Bowling Club. If you have any questions about your handling of Personal Information under the APPs, please contact Redhead Bowling Club's Legal Counsel for further guidance.
- 2.2 Personal Information is information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.
- 2.3 Sensitive Information is Personal Information which may include, but is not limited to, information or an opinion about an individual's membership of a professional or trade association, or membership of a trade union, or information about any criminal record or their health information.
- 2.4 Access to Personal Information, including Sensitive Information, should be carefully monitored so that its protection is safeguarded. Protection of Personal Information may be required for legal or ethical reasons, for reasons pertaining to personal privacy, or for proprietary considerations.
- 2.5 A consistent, repeatable and sustainable approach to the collection of, dealing with, integrity of, access to and correction of Personal Information is necessary in order to allow the Redhead Bowling Club to meet its legal and compliance obligations.
- 2.6 Compliance with this policy is mandatory for all Redhead Bowling Club business units.

3 POLICY PURPOSE

The purpose of the Privacy and Data Protection Policy is to:

- 3.1 ensure that the Redhead Bowling Club manages Personal Information in an open and transparent manner;
- 3.2 ensure that the Redhead Bowling Club takes reasonable steps to implement practices, procedures and systems to comply with the APPs and enable Redhead Bowling Club to deal with inquiries or complaints from individuals about compliance with the APPs;
- 3.3 ensure that the Redhead Bowling Club complies with applicable laws, regulations and standards.

4 POLICY PRINCIPLES

The following principles outline the minimum standards that guide the organisation's privacy and data protection procedures and must be adhered to by all of Redhead Bowling Club's staff.

Verifying the Individual

- 4.1 Redhead Bowling Club must be satisfied that any request to access or correct Personal Information is being made by the individual concerned, or by another person authorised to make the request on their behalf (e.g. as a legal guardian or authorised agent).
- 4.2 Individuals have the option of not identifying themselves (anonymity) or using a pseudonym (pseudonym) when dealing with Redhead Bowling Club, except where the Redhead Bowling club is required by law or court order to identify the individual, or it is impractical to deal with an individual who has not identified themselves or has used a pseudonym.

Collection of Personal information

- 4.3 Redhead Bowling Club must not collect Personal Information from individuals unless the information is reasonably necessary for, or directly related to, one or more of Redhead Bowling Club functions or activities.
- 4.4 Redhead Bowling Club must not collect Sensitive Information unless the individual provides their consent to the collection of the information and collection is reasonably necessary for, or directly related to, one or more of Redhead Bowling Club functions or activities.
- 4.5 Redhead Bowling Club Co-Op Ltd must only collect Personal Information by lawful and fair means. Redhead Bowling Club must only collect Personal Information from the individual, unless he or she consents to collection from someone else.
- 4.6 Redhead Bowling Club may receive unsolicited Personal Information and if so must determine if it could have solicited the collection of this information itself. If Redhead Bowling Club determines it could not have collected this information, it must destroy or de-identify this information.

- 4.7 Redhead Bowling Club must, at or before the time of collection, or if that is not practicable as soon as practicable after collection of the Personal Information, notify the individual of the following matters:
- Redhead Bowling Club's contact details;
 - the purposes for which Redhead Bowling Club collects the Personal Information;
 - the main consequences for the individual if some or all of the Personal Information is not collected by Redhead Bowling Club;
 - any other entities to which Redhead Bowling Club may disclose the Personal Information;
 - where to find the Redhead Bowling Club privacy policy and how to make a privacy complaint;
 - whether Redhead Bowling Club is likely to disclose the Personal Information overseas; and
 - the countries in which those recipients are likely to be located.

Dealing with Personal Information (Authority, Use & Disclosure)

- 4.8 If Redhead Bowling Club holds Personal Information about an individual for a particular purpose (the primary purpose), it must not use or disclose the information for another purpose (the secondary purpose) unless the individual has consented to the use or disclosure, the individual would reasonably expect the use or disclosure of the information for the secondary purpose, or use or disclosure of the information is required or authorised by law or reasonably necessary for one or more enforcement related activities.
- 4.9 If Redhead Bowling Club uses or discloses Personal Information because it reasonably believes that the use or disclosure is necessary for one or more enforcement related activities, it must make a written note of the use or disclosure.
- 4.10 If Redhead Bowling Club holds Personal Information about an individual, it must not use or disclose the information for the purpose of direct marketing, unless the individual would reasonably expect Redhead Bowling Club to use or disclose Personal Information for that purpose.
- 4.11 Redhead Bowling Club must provide individuals with a simple means by which they can easily request not to receive direct marketing communications from Redhead Bowling Club.
- 4.12 Redhead Bowling Club may only use or disclose Sensitive Information about an individual for direct marketing if the individual has consented to the use or disclosure of the information for that purpose.
- 4.13 If Redhead Bowling Club discloses Personal Information about an individual to an overseas recipient (cross-border disclosure), Redhead Bowling Club must take reasonable steps to ensure that the overseas recipient does not breach the APPs (other than APP -1).
- 4.14 Redhead Bowling Club must not adopt, use or disclose a government related identifier of an individual as its own identifier unless it is required or authorised to do so by law.

Integrity of Personal Information (Quality and Security)

- 4.15 Redhead Bowling Club must take such steps (if any) that are reasonable in the circumstances to ensure that the Personal Information it collects is accurate, up-to-date and complete.
- 4.16 Redhead Bowling Club must take such steps (if any) that are reasonable in the circumstances to ensure that the Personal Information it uses or discloses is accurate, up-to-date and complete.
- 4.17 Redhead Bowling Club must take such steps that are reasonable in the circumstances to ensure the protection of Personal Information from misuse, interference and loss and from unauthorized access, modification or disclosure.
- 4.18 If Redhead Bowling Club Co-Op Ltd holds Personal Information about an individual and the information is no longer needed for the purpose for which it may have been used or disclosed, and it is not required to retain the information, Redhead Bowling Club Co-Op Ltd must take reasonable steps to destroy or de-identify the information.

Access to, and Correction of Personal Information

- 4.19 If Redhead Bowling Club holds Personal Information about an individual it must on request by the individual give the individual access to that information, unless it is required or authorised to refuse to give the individual access by law, or a valid exception is applicable.
- 4.20 Redhead Bowling Club must respond to a request for access to Personal Information within 30 days after the request has been made, and in the manner requested by the individual, if it is reasonable and practical to do so.
- 4.21 Redhead Bowling Club must not charge the individual for making the request and giving access to the Personal Information.
- 4.22 If Redhead Bowling Club refuses to give access to Personal Information it must provide the individual a written notice that sets out the reasons for the refusal, the mechanisms available to complain about the refusal and other matters prescribed in the regulations.
- 4.23 If Redhead Bowling Club holds Personal Information about an individual and the information is inaccurate, out of date, incomplete, irrelevant or misleading, or the individual requests Redhead Bowling Club to correct the information, Redhead Bowling Club must take reasonable steps to correct the information.
- 4.24 If Redhead Bowling Club has corrected Personal Information, and that information has been disclosed to another entity, Redhead Bowling Club must take reasonable steps to give notification to the third party that the information has been corrected (if requested to do so by the individual).
- 4.25 If Redhead Bowling Club refuses to correct the Personal Information as requested by the individual, it must provide the individual a written notice that sets out the reasons for the refusal, the mechanisms available to complain about the refusal and other matters prescribed in the regulations.
- 4.26 If Redhead Bowling Club refuses to correct the Personal Information as requested by the individual, and the individual requests that Redhead Bowling Club to associate with the information a statement that the information is inaccurate, out of date,

incomplete or misleading, it must take reasonable steps to make the statement apparent to users of the information.

- 4.27 Redhead Bowling Club must respond to a request to correct the Personal Information within 30 days after the request has been made, and in the manner requested by the individual, if it is reasonable and practical to do so.

Breach Notification Guidelines

- 4.28 Entities have data breach notification obligations when a data breach is likely to result in serious harm to any individual whose Personal Information is involved in the breach.

Please refer to the *Data Breach Response Procedure*, which incorporates the duties of Redhead Bowling Club personnel in the event of a data breach.

5 APPLICABLE STANDARDS & REFERENCES

- 5.1 The Redhead Bowling Club Privacy and Data Protection Policy is aligned with:
- Office of the Australian Information Commissioner (OAIC)
<https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles>
 - Privacy Act 1998, which incorporates the Australian Privacy Principles.

DOCUMENT CONTROL

Version History

Version No.	Date	Author	Description
1.0	16/12/2018	OpsCentre	Release Version 1.0
1.1	14/01/2019	OpsCentre	Review
1.2	15/02/2019	OpsCentre	Review

Related Documents and References

Other Related Documents and References	Version
Publications of the OAIC	Various
Redhead Bowling Club Data Governance Policy & Standard	
Redhead Bowling Club Data Governance Reference Guide	
Redhead Bowling Club Employee Privacy Policy Template	
Redhead Bowling Club Privacy and Data Protection Policy	This document
Redhead Bowling Club Privacy Management Framework	
Redhead Bowling Club Privacy Breach Response Procedure	
Redhead Bowling Club Data Classification Standard	