



Information Privacy Policy / Procedures

PURPOSE

To ensure that all Polonia Polish Association of Qld Inc. members who are responsible for handling personal and/or health information do so in a manner that protects every individual's right to privacy. Any information shared with a member of Polonia Polish Association of Qld Inc ("the Association") is for the purpose of the relationship between the member and the Association. Any information shall not be shared with a third party by either party without written consent by both parties (the individual member and the Association).

POLICY

The Management Committee is fully committed to protecting everyone's right to privacy. Club officials in collecting information will comply with all aspects of the Information Privacy Act 2009 (Qld)

It is the Management Committee's responsibility to ensure that relevant Company members are familiar with their obligations under the Acts and that the handling of personal information is done so in accordance with the law.

In particular:

- Polonia will only collect personal information that is required for its activities
- Information will only be used for the purpose for which it was collected
- If information is required for other purposes other than those for which it was collected, agreement will be sought beforehand
- Information will only be accessed by Management Committee members.
- Information will be securely stored
- Information will be destroyed if it is no longer needed for any purposes

CLUB PROCEDURES

Collection and Consent

- On the Registration Form, clearly define the purpose for collection of information and a consent statement re: distribution of information for signing if consent is given. (This must be signed by an adult – over the age of 18). This statement should include the likely distribution e.g. to the team's first aid personnel, sharing contact details amongst team members.
- The information collected will only be distributed for the stated purposes
- If there is a request for member data for an alternative reason, permission must be sought first.
- Polonia will also include a request for consent for the taking and use of photographs in the Biuletyn / website.
- Where consent is not given to distribute information, the member's details is be stored securely and is kept in a separate database to avoid error.



Storage and Access to Information

- Information will be stored centrally (i.e. housed together with a designated person) and is best kept away from the Club facility if possible. The storage will be secure e.g. password protected computer, lockable filing cabinet.
- Only those members stated on the Registration may be provided with member information and will only receive information about the people they need to
- When information is not required for any purpose, it will be destroyed

Police Check Reports

- This information can contain sensitive information and will be handled by a designated and responsible person within Polonia. Information provided in these reports is strictly confidential and will only be brought to the attention of the Management Committee when the report content requires some action.