



AJAX JUNIOR FOOTBALL CLUB

PRIVACY POLICY

The Ajax Junior Football Club (AJFC) is bound by the National Privacy Principles (NPP) as set out in the Commonwealth Privacy Act (1988) and certain of the Health Privacy Principles (HPP) as set out in the Victorian Health Records Act 2001.

Collectively these principles influence how, pursuant to this Privacy Policy, the AJFC collects, maintains, uses, discloses and secures personal and health information regarding the AJFC's members and their families.

The AJFC reserves the right to amend the Privacy Policy at any time and from time to time.

Definitions:

For the purpose of this policy:

"AJFC Privacy Officer" means the person appointed by the AJFC Committee to implement this policy and oversee general privacy issues for the AJFC.

"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's:

(i) racial or ethnic origin; or

(ii) political opinions; or

(iii) membership of a political association; or

(iv) religious beliefs or affiliations; or



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- (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 AJFC will 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 AJFC 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 and
- player's games history (if any).
- other information deemed relevant by the AJFC Committee

Such information will be collected so as to enable the AJFC to perform functions and activities such as:

- Determining whether individuals are capable of participating in the AJFC;
- 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.



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

The AJFC 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 AJFC, for personal safety reasons, that child may not be allowed to register as a member.

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

Use and disclosure of information

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

In accordance with the NPPs and HPPs, the AJFC 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 AJFC will only in limited circumstances disclose information to third persons.

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

- AJFC, Ajax Amateur Football Club, Victoria Maccabi
- MSJFL officials involved in AJFC 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 AJFC will also assume that individuals and their parent/guardian consent to the AJFC disclosing information as required by the constitution and rules of the AJFC and the MSJFL.

The AJFC will also disclose information when required to do so by law.

Information quality



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The AJFC 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 AJFC in fulfilling this obligation, by keeping the club informed when information, such as contact details or medication needs change.

Information security

The AJFC 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 AJFC has prepared this privacy policy. The AJFC 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 AJFC Privacy Officer, the AJFC will also take reasonable steps to inform an individual (or their parent/guardian) of the type of information the AJFC 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 AJFC. You can seek access to your information as held by the AJFC by contacting the AJFC's Privacy Officer in writing.

The AJFC 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 AJFC 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 AJFC.

If access is granted, the AJFC may charge a reasonable amount for doing so.

If information held by the AJFC is shown to be inaccurate or out-of-date, the AJFC 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 AJFC. For example, donations can be made to AJFC anonymously.

Sensitive information

In accordance with the NPPs and HPPs the AJFC 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



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prevent or lessen a serious and imminent threat to the health of any individual and the individual concerned is unable to provide consent.

Photographs

AJFC reserves the right to, and may at any time and from time to time, use both official and unofficial photographs and video recordings, including those photographs and video recordings taken by or on behalf of the AJFC its members or supporters for media, promotional and other like purposes including but not limited to website, newsletters, year book and other publications.

Any photographs and video recordings in the possession of or on behalf of the AJFC, howsoever obtained are deemed to be the property of the AJFC.

Parent or guardian consent is implied upon the annual registration of a player unless expressly advised by such parent or guardian in writing to the Secretary of AJFC who shall maintain a register for such purpose.

AJFC Social Media Policy

Communications using email or social networking media

Player and parent contact details are provided solely for official AJFC use and for communications between team officials, players and parents.

Email and contact on any social networking sites, such as Facebook, Twitter and YouTube must not be used to:

- (a) bully, harass, threaten, defame, libel, disparage, malign; or
- (b) criticize, discriminate or make racist or sexist comments about

other players, coaches, umpires, sponsors or any other person associated with the AJFC.

Content of all communications by team managers, coaches or other AJFC representatives to players must contain appropriate language, be in an appropriate tone and use appropriate subject matter.

Unacceptable communications will be dealt with in accordance with the AJFC's disciplinary policies.

Team Managers and Coaches



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Team Managers and Coaches must not “friend request” any players on social networking sites, write or post pictures or refer to players other than in accordance with the policies set out below.

For Under 9’s, 10’s and 11’s teams: the use of email or social networking media is not permitted for communications between team managers/coaches and players.

For Under 12’s to under 17’s teams: team managers may at the start of the season and periodically during the season (if appropriate) email parents to ascertain whether individual parents or guardians will consent to direct communications using email or social networking media between team managers/coaches and players. Once the team manager has obtained the necessary express written consent from a parent or guardian for direct communication by email or social networking media with a player, the team manager will provide the email address or other social networking site details as provided by the parent or guardian for direct communication with that player and may elect to use these methods of communication during the season for the AJFC purposes. Team managers shall maintain a proper record for such purpose.

AJFC reserves the right to modify, discontinue or replace its Use of Email and Social Networking Media Policy or any part of it from time to time.

Further information, inquiries, and complaints

If you require any further information regarding this Policy, or you wish to complain to the AJFC in relation to the manner in which it has dealt with your personal information, please contact the AJFC Privacy Officer:

Name: Dan Antman

E-mail: secretary@ajfc.com.au