



PRIVACY POLICY AND PROCEDURE

INTRODUCTION

Prospect and Enfield Kindergym Inc. is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

PURPOSE

The purpose of this document is to provide a framework for Prospect and Enfield Kindergym Inc. in dealing with privacy considerations.

POLICY

Prospect and Enfield Kindergym Inc. collects and administers a range of personal information for the purposes of club management. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Prospect and Enfield Kindergym Inc. recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

Prospect and Enfield Kindergym Inc. is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

Prospect and Enfield Kindergym Inc. will

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access and taking reasonable steps to protect data; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

IT AND MEMBER INFORMATION SECURITY PROCEDURE

- All volunteers are screened and subject to a South Australian DCSI government check prior to operating within the PEKG Member Registration system
- Only the Club President, Treasurer and Administration Officer will have access to the club's main email account
- Passwords to all systems change every 90 days and at the change of staff/volunteers
- The Administration Officer will transcribe member details from paper into the PEKG Member Registration system, upon their second session following the initial 'come and try' session

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- Paper forms will be alphabetically filed in the member registration folder and stored in the locked club filing cabinet. Paper forms will be archived at the end of Term 4 each year and stored for 7 years.
- The volunteer Enrolment Officer (EO) will have access to the electronic PEKG Member Registration system
- In accordance with affiliation requirements and for insurance purposes, the EO will transfer members' information to Gymnastics Australia database
- All members not returning to the club at the beginning of each new year will have their data de-identified from the PEKG Member Registration system.

Policy name	PRIVACY1	Approved by Committee on	Sept 2016
		Reviewed by Committee on	Feb 2018
		Scheduled review date	Feb 2020