

MACQUARIE FOOTBALL LIMITED

A.C.N. 050 293 153

NEWCASTLE FOOTBALL LIMITED

A.C.N. 052 054 163

HUNTER VALLEY FOOTBALL INCORPORATED

## **PRIVACY POLICY**

Issued by the Joint Board of Directors of Macquarie Football Limited, Newcastle Football Limited and Hunter Valley Football Incorporated.

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### **PRIVACY POLICY**

#### **1.0 POLICY**

The Zone Association is committed to respecting the privacy of each individual involved with it.

The following Privacy Policy provides a clear and concise outline of how and when personal information is collected, stored and distributed by the Zone Association in its administration of football.

## **2.0 COLLECTION**

2.01 Personal information shall not be collected for inclusion in a record or in a generally available publication unless:

2.01.01 the information is collected for a lawful purpose directly related to the function or activity of the Zone Association; and

2.01.02 the collection of that information is necessary for or directly related to that purpose.

2.02 Personal information shall not be collected by unlawful or unfair means.

## **3.0 SOLICITATION OF PERSONAL INFORMATION**

3.01 Where the Zone Association collects personal information for inclusion in a record or in a generally available publication and this information is solicited from the individual concerned, the Zone Association shall take such steps as are, in the circumstances, reasonable to ensure that the individual concerned is generally aware, either before the information is collected or as soon as practicable after the information is collected, of:

3.01.01 the purpose for which the information is being collected;

3.01.02 whether the collection of the information is authorized or required by or under law;

3.01.03 any person, body or agency to which the collected personal information shall be disclosed as usual practice; and whether this collected personal information is likely to be further passed on as usual practice.

## **4.0 PERSONAL INFORMATION GENERALLY**

4.01 Where the Zone Association collects personal information for inclusion in a record or in a generally available publication, it shall take such steps as are in the circumstances reasonable to ensure that, having regard to the purpose for which the information is collected:

4.01.01 the information collected is relevant to the purpose and is up to date and complete; and

4.01.02 the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the individual concerned.

## **5.0 STORAGE AND SECURITY**

5.01 The Zone Association shall ensure that, when it has possession or control of a record that contains personal information, the record is protected by such security safeguards as it is reasonable in the circumstances to take, against loss, unauthorized access, use, modification, disclosure or other misuse.

5.02 If it is necessary to give the record held by the Zone Association that contains personal information to a person or body providing a service to the Zone Association, all reasonable steps shall be taken by the Zone Association to prevent unauthorized use or disclosure of personal information contained in the record.

## **6.0 INFORMATION RELATING TO RECORDS**

6.01 The Zone Association, having possession or control of records that contain personal information, shall (subject to Clause 2), take such steps as are in the circumstances reasonable to enable any person to ascertain:

6.01.01 whether the Zone Association has possession or control of any records that contain personal information; and

6.01.02 if the Zone Association has possession or control of a record that contains such information – the nature of that information; the main purposes for which that information is used; the steps that a person should take if the person wishes to obtain access to the record.

6.02 The Zone Association is not required (under Clause 1) to give a person information if the Zone Association is required or authorized to refuse to give that information under the law that provides for access by persons to documents.

6.03 The Zone Association shall maintain a record setting out:

6.03.01 the nature of records of personal information kept by it;

6.03.02 the purpose for which each type of record is kept;

6.03.03 the classes of individuals about whom records are kept;

6.03.04 the period for which each type of record is kept;

6.03.05 the persons who are entitled to have access to personal information contained in the records and the conditions under which they are entitled to have that access;

6.03.06 the steps that should be taken by persons wishing to obtain access to that information.

6.04 The Zone Association shall make the record maintained under Clause 3 available for inspection by members of the public and shall maintain this record at regular intervals.

## **7.0 ACCESS TO RECORDS**

- 7.01 Where the Zone Association has possession or control of a record that contains personal information, the individual concerned shall be entitled to have access to that record, except to the extent that the Zone Association is required or authorized to refuse to provide the individual with access to that record under the applicable provisions of any law that provides for access by persons to documents.

## **8.0 ALTERATION OF RECORDS**

- 8.01 The Zone Association having possession or control of a record that contains personal information shall take such steps, by way of making appropriate corrections, deletions and additions, as are, in the circumstances, reasonable to ensure that the record:

8.01.01 is accurate; and

8.01.02 is, having regard to the purpose for which the information was collected or is to be used, relevant, up to date, complete and not misleading.

- 8.02 The obligation imposed in Clause 1 is subject to any applicable limitation in any law that provides a right to require the correction or amendment of documents.

- 8.03 Where the Zone Association holding a record containing personal information is not willing to amend that record, by making a correction, deletion or addition, in accordance with a request by the individual concerned and no recommendation to the effect that the record should be amended in accordance with the request has been made under the applicable provisions of a law, the Zone Association shall, if so requested by the individual concerned, take steps as are reasonable in the circumstances to attach to the record any statement provided by that individual of the correction, deletion or addition sought.

## **9.0 ACCURACY CHECK**

- 9.01 The Zone Association having possession or control of a record that contains personal information shall not use that information without taking such steps as are in the circumstances reasonable to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, up to date and complete.

## **10.0 USE FOR RELEVANT PURPOSES**

- 10.01 The Zone Association having possession or control of a record that contains personal information shall not use the information except for a purpose to which the information is relevant.

## **11.0 LIMITS ON USE OF PERSONAL INFORMATION**

- 11.01 The Zone Association having possession or control of a record that contains personal information that was obtained for a particular purpose shall not use the information for any other purpose unless:

- 11.01.01 the individual concerned has consented to use of the information for that other purpose;
  - 11.01.02 the Zone Association believes on reasonable grounds that use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the health of the individual concerned or another person;
  - 11.01.03 use of the information for that other purpose is required or authorized by or under law;
  - 11.01.04 use of the information for that other purpose is reasonably necessary for enforcement of criminal law or of a law imposing a pecuniary penalty or for the protection of the public revenue;
  - 11.01.05 the purpose for which the information is used is directly related to the purpose for which the information was obtained.
- 11.02 Where personal information is used for enforcement of the criminal law or of a law imposing a pecuniary penalty or for the protection of the public revenue, the Zone Association shall include in the record containing that information a note of that use.

## **11.0 LIMITS ON DISCLOSURE OF PERSONAL INFORMATION**

- 12.01 The Zone Association having possession or control of a record that contains personal information shall not disclose the information to a person, body or agency (other than the individual concerned) unless:
  - 12.01.01 the individual concerned is reasonably likely to have been aware that information of that kind is usually passed on to that person, body or agency;
  - 12.01.02 the individual concerned has consented to the disclosure;
  - 12.01.03 The Zone Association believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious or imminent threat to the health of the individual concerned or of another person;
  - 12.01.04 the disclosure is required or authorized by or under law;
  - 12.01.05 the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty or for the protection of the public revenue.
- 12.02 Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty or for the purpose of the protection of the public revenue, a note of this disclosure shall be included in the record containing that information.
- 12.03 A person, body or agency to whom personal information is disclosed under Clause 1 shall not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body or agency.

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