



SOUTH DARWIN RUGBY LEAGUE FOOTBALL CLUB INC.

CONFIDENTIALITY & PRIVACY POLICY

Our commitment

This policy aims to clearly define what 'privacy' and 'confidential information' is in relation to South Darwin Rugby League Football Club ("SDRLFC"), and outline the responsibilities and requirements with respect to handling such information.

What we will do

In the course of your involvement with SDRLFC, you may receive and acquire information that is confidential and the property of SDRLFC and/or our Members. All reasonable care is to be taken, during and after your involvement, to maintain the confidentiality of the information you have access to.

Private and confidential information should be kept safe and secure. If it is in paper form, it should be kept locked away. If it is in electronic form, it should be protected by password and possibly encrypted.

This policy applies to all SDRLFC Committee Members, Subcommittee Members, Delegates, Volunteers, Coaches and other Club Officials.

What we ask you to do

We ask that you strictly adhere to this Confidentiality and Privacy Policy whenever you are handling organisational or commercially Confidential Information.

Confidential Information means information:

1. which if you shared it outside of SDRLFC might put in danger a staff member or other individual; or
2. which SDRLFC is contractually bound to keep confidential or is commercial in nature;
3. about legal or regulatory matters relating the SDRLFC which is not publically known;
4. in relation to SDRLFC staff and personnel which is not publically available;

All SDRLFC Committee Members, Subcommittee Members, Delegates, Volunteers, Coaches and other Club Officials are bound by the *Privacy Act 1988* (Cth) and includes rules about the collection, use and storage of personal and/or sensitive information, including written and verbal information.

“Personal Information” is information or an opinion (whether true or not) that identifies or could identify a person. Within SDRLFC, Personal Information may be collected from (but not limited to): job applicants, volunteers, Committee members, Members, consultants, temporary staff, Sponsors, and spectators.

The National Privacy Principles set out the obligations that businesses must comply with. SDRLFC Confidentiality and Privacy Policy and associated procedures abide by these obligations and ensure compliance with applicable legislation.

All SDRLFC Committee Members, Subcommittee Members, Delegates, Volunteers, Coaches and other Club Officials have the responsibility of ensuring confidentiality and privacy.

1. You must not during or after your involvement with SDRLFC:
 - a. Disclose to any person confidential information relating to the business or affairs of SDRLFC, its intellectual property and its Members/ Players or associated businesses, unless specifically authorised to do so by the SDRLFC Management Committee;
 - b. Other than to the extent that is necessary to enable you to perform your duties, make extracts from, copy or duplicate, make adaptations of or use any confidential information; make notes, pro-forma documents, working papers or memoranda relating to any matters within the scope of the business of SDRLFC or concerning any of its dealings or affairs;
2. In the case your involvement with SDRLFC ceasing, all organizational documents and property must be returned. This includes, but is not limited to, tools of trade, SDRLFC equipment and copies of any SDRLFC policies and procedures.
3. You must ensure that private information is collected and stored in a safe, secure and confidential manner.
4. SDRLFC will ensure access to private and confidential information is limited only to those people necessary, who require the information in order to perform their duties.
5. SDRLFC will use or disclose information only for the primary purpose for which the information was collected. When information is to be used or disclosed for other than the primary purpose for which it was collected, consent will be obtained wherever practicable.
6. It is the responsibility of all SDRLFC Members, Committee Members, Subcommittee Members, Delegates, Volunteers, Coaches and other Club Officials to ensure their personal information held by SDRLFC is accurate, by advising SDRLFC of any changes to their personal information.

Non-Compliance

The club will take appropriate and necessary action for breaches of behaviour and responsibilities outlined in this policy, which may include disciplinary action and referral to the NT Police or relevant Government Agency.