



POLICY

NSW BOCCIA

PRIVACY & PROTECTION POLICY

Purpose:

To ensure that the information needed to operate BNSW activities is carefully protected, and that the privacy of members is respected and maintained.

At all times the minimal amount of personal information will be requested, to ensure that all duty of care, governance and public liability issues are satisfactorily met, in relation to participation in a BNSW event or activity.

Policy Procedures:

1. BNSW will only collect private information relevant to specific Boccia events or related events.
2. The application forms of athletes for Boccia events will be kept securely, and will be destroyed after 10 years.
3. Registration details of all BNSW members will only be held by the Secretary. The forms will be kept securely for 10 years. These details may need to be used for grant applications, and communication with the Office of Fair Trading.
4. The BNSW Newsletter data base will only be kept in two places; firstly, the electronic files of the President; and secondly, the electronic files of the Secretary. Copies will not be printed for distribution of any kind, and the electronic file will not be shared with any external person of agency.
5. The BNSW Newsletter will be sent out as a "bcc" attachment, and anybody replying that they wish to be removed from the date base, will have their request immediately activated.
6. All other data bases, such as the *Classification Data Base*, or the *Equipment Loan Inventory*, will only hold information relevant to their function, which will not include personal details
7. Specific *Photograph Waivers Permission Forms* will be created and used for all Boccia events. All participating athletes can choose whether to sign, or withhold permission, without threat to their event registration. Each waiver will stipulate how the images will be used in the future, and this will commonly include inclusion in the BNSW Newsletter, BNSW promotional materials, or display on the BNSW website. The waivers will be kept for 10 years, and will then be destroyed.

This policy will be reviewed by the Committee on an annual basis.

A copy will be posted on the Boccia NSW website.

Any complaints about this policy should be made in writing to the Committee, and will be considered at the next possible Committee meeting.

Date presented to the Boccia NSW Committee: 08/13

Date approved by the Boccia NSW Committee: 09/13

Date of next review: 09/14