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| --- | --- | --- |
| Insert Club/Event Name | Approval Date:  |  |
| Review Date: |  |
| Version No: |  |
| **President:** | Sign: | Name |
| **Vice-President:** | Sign: | Name |

PURPOSE

To ensure that all Volunteer Committee Members and Volunteer Officials who are responsible for handling personal and/or health information do so in a manner that protects every volunteer’s right to privacy.

POLICY

\_\_**Insert Name of Club’s Committee**\_\_\_ is fully committed to protecting everyone’s right to privacy and will comply with all aspects of the Victorian Information Privacy Act 2000 and the Health Records Act 2001.

Victorians are protected by three pieces of privacy legislation – The Victorian Information Privacy Act 2000, the Victorian Health Records Act 2001 and the Federal Privacy Act 1988 (extended in 2001). The Victorian Information Privacy Act protects the way personal information is handled. The Act covers the collection, use, disclosure, quality and security of personal information. It also gives people the right to access and correct their information. The aim of the Act is to give people greater control over the way information about them is handled. Clubs that collect private information are subject to these Acts. The Victorian Privacy Information Act adopts Ten Information Privacy Principles – use this for a basic understanding of your obligations.

It is the Committee’s responsibility to ensure that relevant Club and/or event officials are familiar with their obligations under the Acts and that the handling of both personal and health information is done so in accordance with the law.

In particular:

* \_\_\_\_\_Insert Name of Club and/or event\_\_\_\_\_\_ will only collect the personal and health information of volunteers that is required for its activities.
* Information will only be used for the purpose for which it was collected.
* If information is required for other purposes other than those for which it was collected, agreement will be sought from the volunteer beforehand.
* Information will only be accessed by Volunteer Co-ordinators or relevant Volunteer Committee Member.
* Information will be securely stored.
* Information will be destroyed if it is no longer needed for any purposes.

PROCEDURES

**Collection and Consent**

* On the Volunteer Registration/Application Form, clearly define the purpose for collection of information and a consent statement re: distribution of information for signing if consent is given. (This must be signed by a parent if for a minor).
* The information collected should only be distributed for the stated purposes – so list all the likely possibilities.
* If there is a request for volunteer data for an alternative reason, permission must be sought first. E.g. another event wants to contact and recruit existing volunteers.
* Your Club and/or event can also include in this section a request for consent for the taking and use of photographs in the Club Newsletters / website.
* Where consent is not given to distribute information, the volunteer’s details must be stored securely and is best kept in a separate database to avoid error.

**Storage and Access to Information**

* Information should be stored centrally (i.e. housed together with a designated person) and is best kept away from the Club facility if possible. The storage should be secure e.g. password protected computer, lockable filing cabinet.
* When information is not required for any purpose, it should be destroyed

**Working With Children/ Police Check Reports**

* This information can contain sensitive information and should be handled by a designated and responsible person within the Club. Information provided in these reports is strictly confidential and will only be brought to the attention of the Committee when the report content requires some action.

For more information, visit: [www.privacy.vic.gov.au](http://www.privacy.vic.gov.au)

*Adapted from: www.clubhelp.org.au*