



PRIVACY POLICY & PROCEDURES

Policy number	20202	Approved by Board on	March 20, 2023
Version	2	Scheduled review date	February 20, 2024

Introduction

SportsUnited's Board 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 SportsUnited in dealing with privacy considerations.

Policy

SportsUnited collects and administers a range of personal information for the purpose of communicating with members and volunteers. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

SportsUnited 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.

SportsUnited 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.

SportsUnited 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 hard copies of personal information in a locked cabinet and digital copies of personal information on a password protected cloud computing storage system, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.



Procedures:

Responsibilities

SportsUnited's Board is responsible for developing, adopting and reviewing this policy.

SportsUnited's EO is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

Processes

Collection

SportsUnited will:

- Only collect information that is necessary for the performance and primary function of SportsUnited.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

Use and Disclosure

SportsUnited will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, SportsUnited will obtain consent from the affected person.

Data Quality

SportsUnited will take reasonable steps to ensure the information the organisation collects is accurate, complete, up to date, and relevant to the functions we perform.

Data Security and Retention

SportsUnited will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with the organisation's Records Management Policy.

Openness

SportsUnited will:

- Ensure stakeholders are aware of SportsUnited's Privacy Policy and its purposes.



- Make this Privacy Policy information freely available in relevant publications and on the organisation's website.

Access and Correction

SportsUnited will ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

Anonymity

SportsUnited will give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other organisations

SportsUnited can:

- Only release personal information about a person with that person's express permission. For personal information to be released, the person concerned must provide written approval.
- Release information to third parties where it is requested by the person concerned.
- Share de-identified data with university and research organisation to advance knowledge in relation to sport-for-development evidence, ensuring de-identified data cannot be linked or re-identifiable with a particular person.

Related policies

- Confidentiality Policy