## **Privacy Policy**



## **Purpose:**

Werribee Hockey Club is committed to respecting our players, administrators, coaches, umpires and spectator's privacy. This policy outlines how we adhere to this.

Your privacy is important to the Werribee Hockey Club. Generally, Werribee Hockey Club collect personal information directly from our people via the registration you make to participate at the Werribee Hockey Club. This can include any business relationship between you and us, including via email.

Werribee Hockey Club only uses personal information for the primary purpose that it was collected for.

Werribee Hockey Club takes reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.

Werribee Hockey Club takes reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

Access to personal information and sensitive information that the Werribee Hockey Club holds about an individual is provided to that individual on request.

Wherever it is lawful and practicable, individuals have the option of not identifying themselves when dealing with Werribee Hockey Club.

## Scope:

This applies to all persons engaged with the operations of Werribee Hockey Club, including playing and off field activities.

Werribee Hockey Club will collect personal information including persons medical history and emergency contact information and player statistics and includes all members, players, spectators, officials, coaches and administrators.

At or before the time of collecting the information, Werribee Hockey Club informs the individual that Werribee Hockey Club does not disclose the information without the individual's consent; or the collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

If you wish to make a complaint about how Werribee Hockey Club has handled or believe a privacy breach has been made, contact a member of the Board of Directors.

Lyn Tout

Director of the Board

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