



## PRIVACY POLICY

The Spotswood Football Club Inc. (SFC), is committed to providing and maintaining a safe and healthy environment for all and strengthening the good reputation of Australian rules football, the WRFL football competition and the SFC.

SFC will collect and store information about persons from various Medical, Registration and Membership forms as well as various electronic methods such as emails, websites and the like. This Privacy Policy has been developed to meet the requirements of the Information Privacy Act 2000 and the Health Records Act 2000 (pertaining to player medical records) and has been approved by the SFC Board.

All SFC Board Directors, Committee Members, Administrative Officials, Coaches, Support Staff, Volunteers, Members, Players and Spectators will maintain the following standards whilst undertaking approved SFC activities, attending any approved SFC functions or participating in and/or watching SFC games by the adhering to the following:

- Information will be collected and stored for membership, registration, medical, marketing and communications.
- All information received about persons will be treated as strictly confidential.
- We will maintain measures to ensure the effective control and accuracy of the personal information held about persons such as computer and network security and limiting distribution on a 'need to know' basis.
- We will not collect specific information on visitors to our website or use of "cookies" or other software.
- We will only collect basic 'hit' number data, visitor domains and server addresses and top search words used.
- We will add a persons name to our database (as a client) if they have emailed us and will record the email addresses of recipients of our website 'email a friend' functionality.
- We will not sell, trade or pass on any of the above details unless we have your express consent to do so.
- We will only disclose information about persons where we are required by law to do so.

Any persons who wish to view or update the personal information the SFC hold or who do not wish to any longer receive communications and marketing material should notify us in writing or via email: [enquiries@spotswoodfc.com.au](mailto:enquiries@spotswoodfc.com.au)  
Persons may also contact the SFC in writing to have their information/details removed from the relevant database.

Any knowledge of or breaches to this Privacy Policy may involve attendance by the relevant parties at an internal hearing convened by the SFC Board where evidence and reports may be sought and judgments delivered which may include; a written warning, suspension, deregistration, membership cancellation, fines or referral to relevant authorities.

0	6.03.12	Issued for Use	R. Gardiner	A. McLaren	A. Given
Revision	Issue Date	Description	Originator	Checker	Approver