



<b>Baseball Victoria Privacy Policy / Procedures</b>		Approval Date:	01/02/2014
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		Version No:	1
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**PURPOSE**

To ensure that all Baseball Victoria Staff & Board Members who are responsible for handling business, personal and/or health information do so in a manner that protects every individual's right to privacy.

**POLICY**

Baseball Victoria is fully committed to protecting everyone's right to privacy. Staff and Board Members in collecting information will comply with all aspects of the Victorian Information Privacy Act 2000 and the Health Records Act 2001.

It is the Baseball Victoria Board's responsibility to ensure that all relevant Staff and Board Members 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:

- Baseball Victoria will only collect personal and health information 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 beforehand
- Information will only be accessed by Staff, Board Members, and Team Officials.
- Information will be securely stored
- Information will be destroyed if it is no longer needed for any purposes

**BASEBALL VICTORIA PROCEDURES**

**Collection and Consent**

- All of Baseball Victoria's Registration Forms clearly define the purpose for collection of information and contains a consent statement re: distribution of information for signing if consent is given. (This must be signed by a parent if for a minor). This statement will include the likely distribution e.g. the provision of health information to the team's first aid personnel, sharing contact details amongst team members or their parents for transport pooling for example.
- The information collected will only be distributed for the stated purposes, which may vary from program to program.



- If there is a request for member data, distribution of information, or advertising to members for an alternative reason, permission must be sought first. E.g. an equipment or services supplier wants to send out advertising material to your members.
- Baseball Victoria may distribute news articles, partner or sponsor information to members through the official websites and social media, but must obtain member permission to do so before distributing to individual members.
- Baseball Victoria has in place a request for consent form for the taking and use of photographs in Baseball Victoria Newsletters, on their website, and in Social Media.
- Where consent is not given to distribute information, the member's details will be stored securely and will be kept in a separate database to avoid error.

### **Storage and Access to Information**

- Information will be stored centrally on the Baseball Victoria M Drive and will be stored separately to other personal information captured on the IMG STG data system. The storage is secure e.g. is password protected on computer, or in a lockable filing cabinet.
- Only official Staff and Board Members stated on the Registration Form should be provided with member information, and they should only receive information about the people they need to.
- When information is not required for any purpose, it should will destroyed.

### **Working With Children/ Police Check Reports**

- This information can contain sensitive information and will be handled by a designated and responsible Baseball Victoria Staff member. Information provided in these reports is strictly confidential and will only be brought to the attention of other Staff, Board Members, or Team Officials when the report content requires some action.