



# Privacy Policy

## Australian Oztag

### Overview

Australian Oztag (AO) collects personal information on its players, and other stakeholders. This personal information is securely stored electronically and on occasions in hard copy kept in the office. The information is only accessible by AO staff. The information is generally sourced from tournament registration forms and representative players. Staff members can only access the information with approval from the general manager & must identify the purpose for accessing the information.

In conducting its business AO may be required to distribute personal information to other organisations. AO will only distribute the information it has permission to do so with and will only distribute information to organisations with acceptable privacy policies in place. All personal information collected is stored electronically or in hard copy with all reasonable means taken to protect the information from loss, theft and misuse. All AO staff are informed of and required to abide by this privacy policy to ensure the security and appropriate use/handling of all stored information.

Should any player, or other stakeholder feel that AO has breached this policy please contact the AO General Manager. All complaints will be investigated and appropriate action taken to rectify the breach. AO will only release personal information upon receipt of a written request signed by the individual in question. Each request will be treated as a single occurrence released to the named party only, and subsequent enquiries will require a new written request.

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## Photography

### Senior Policy

Photography and images will be used by AO and its venues. In doing so the following principles will be applied:

- Anyone taking photographs or recording at any Oztag event must have a valid reason for doing so.
- All concerns regarding inappropriate or intrusive photography should be reported in confidence to the player's coach, Venue Managers, tournament director, or Australian Oztag.
- Any person who objects to having their photograph or footage of them taken should notify the coach or Australian oztag otherwise it is presumed that photographs may be taken and used by AO in any Oztag related publications or press releases.

### Junior Policy

AO appreciates that photography of players is a sensitive area in relation to junior players. Therefore, a policy on the video/photographic images of children under the age of 18 has been produced. First and foremost:

- Any adult seeking to take photographs of any player must first speak with the coach of that team ideally or as an alternative, the Venue Managers, tournament director. This is a fundamental requirement, not just a courtesy.
- If any of the players' parents or carers object, then no photographs may be taken.

In addition:

- All young people must be appropriately dressed for the activity taking place.
- Photography or recording should focus on the activity rather than a particular young person and personal details, such as their address, should never be revealed.

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- Where an individual has achieved success in the game, permission must be gained from a parent/guardian and the young person to use the images and relevant details.
- Wherever possible, photographs/recordings should represent the diverse range of young people participating in Oztag.
- Anyone taking photographs or recording at any Oztag event must have a valid reason for doing so.
- All concerns regarding inappropriate or intrusive photography should be reported in confidence to the player's coach, Venue Managers, tournament director, or AO.
- Any parent/guardian who objects to their child being photographed or footage of them being taken should notify the coach or AO otherwise it is presumed that photographs may be taken and used on Oztag related publications or in press-releases.

### **Media Release**

If at any time a photograph or video footage (image and voice recordings) of any player/s (seniors or juniors) is used for promotional events for AO or individual venues within AO, then authorisation must be completed by the player. If the player is a child (under the age of 18), then authorisation must be completed by the players parent / guardian.

### **Technology and Privacy**

There are privacy considerations for use of technologies e.g. sending SMS or emails. Any information posted or distributed via technologies to a mass audience (i.e. not to a specific individual) should not include identifying information such as:

- first name and/or surname
- contact details – Phone, email, addresses

### **Respecting Privacy**

If at any time a player (or other recipient) decide that they don't want to receive messages anymore (either through email or on SMS) they can unsubscribe. To opt out a player need simply reply to the email with "opt out" or "stop".

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## Further Advice

There is additional information to be aware of in the use of technology in relation to privacy:

- The principles of Data Protection relate to the Australian Privacy Act 1988, as well as the Privacy Amendment (Enhancing Privacy Protection) Act 2012

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