



Privacy & Data Protection Policy (Child Records)

Aligned to QFCC Standard 10 – Policies and Procedures

Policy Owner: General Manager

Approved by: Board of Directors

Next Review: December 2026

1. Purpose

- This policy outlines how North Gold Coast Seahawks Basketball (NGCS) collects, stores, uses, and protects personal information about children, young people, and their families.
- The purpose of this policy is to ensure that NGCS complies with the Privacy Act 1988 (Cth), the Information Privacy Act 2009 (Qld), and the Australian Childhood Foundation (ACF) accreditation requirements for safeguarding personal and sensitive information.

2. Scope

This policy applies to all NGCS staff, Board members, volunteers, contractors, and service providers who collect, access, or manage personal information of members, particularly children and young people.

3. Principles

- NGCS respects and protects the privacy and confidentiality of all personal information it collects.
- Personal information will only be collected for legitimate purposes related to participation, safety, and well-being.
- Information will be handled securely and shared only when required by law or necessary to protect a child from harm.
- Children, young people, and families have the right to access and correct their personal information.

4. Types of Information Collected

NGCS may collect and store the following personal information about members:

- Contact details (name, address, phone, email)
- Date of birth and gender
- Medical and emergency information
- Blue Card or Working with Children Check details (for staff and volunteers)
- Participation records, photographs, and performance data

- Incident or injury reports

5. Collection and Consent

- Personal information is collected directly from individuals or their parents/guardians via registration or consent forms, or through digital systems.
- Consent will always be obtained before collecting, using, or sharing sensitive information, including photographs or media.

6. Storage and Security

- All electronic records are stored securely on password-protected systems or within NGCS's secure membership management platform.
- Hard copy records (e.g., incident reports, consent forms) are kept in locked cabinets within restricted areas.
- Access is limited to authorised personnel only.
- Records are retained and disposed of in accordance with relevant legislation and NGCS's records management procedures.

7. Disclosure of Information

Personal information will not be shared with third parties unless:

- Required by law or under a court order.
- There is a serious and imminent risk to a child's safety or well-being.
- The individual or their parent/guardian has provided written consent; or
- Required by Basketball Queensland, Sport Integrity Australia, or relevant authorities for compliance or safeguarding purposes.

8. Access and Correction

- Individuals (or parents/guardians for minors) may request access to their personal information or seek correction if it is inaccurate or outdated.
- Requests must be submitted in writing to the General Manager, who will respond within a reasonable timeframe.

9. Data Breach Management

- Any suspected or confirmed data breach involving personal information must be reported immediately to the General Manager.
- The General Manager will assess the breach, contain the issue, and notify affected parties and relevant authorities as required under the Notifiable Data Breaches Scheme (Privacy Act 1988).

10. Training and Awareness

All staff and volunteers with access to personal data will complete privacy and data protection training as part of NGCS's induction process and ongoing compliance framework.

11. Related Documents

- Child Safe Policy
- Member Protection Policy
- Complaints, Reporting and Responding Procedure
- Risk Management Strategy for Children & Young People
- Records Management Procedure

12. References

- Privacy Act 1988 (Cth)
- Information Privacy Act 2009 (Qld)
- Child Safe Organisations Act 2024 (Qld)
- Australian Childhood Foundation Safeguarding Children Accreditation Program
- QFCC Child Safe Standards (2024)

Document Control and Version History

Version	Date Approved	Approved By	Policy Owner	Next Review Date	Summary of Changes
1.0	December 2025	Board of Directors	GM	December 2026	Initial issue