



Policy: Data Privacy & Management

1. RATIONALE AND PURPOSE

1.1 The Torrens Rowing Club is committed to abide by the Australian Privacy Principles (APP) guidelines contained within the *Privacy Act 1988*

1.2 This policy aims to provide guidance on appropriate storage and management of data for Torrens Rowing Club members and its volunteers

POLICY GUIDELINES

2. PROVISION OF INFORMATION

2.1 Torrens Rowing Club (TRC) will only use information in the intention in which it was provided. For example, if contact information is provided to TRC for the purposes of 'in case of emergency', then TRC will not use this information unless an incident occurs.

2.2 Identifying information *must not* be passed on to a third party (unless 2.3. is satisfied).

2.3 Information may be duplicated, used for alternate purposes, or passed on to a third party with the written consent of the responsible individual (i.e. individual over 18 who originally supplied the information)

3. DATA MANAGEMENT AND STORAGE

3.1 Data that may identify an individual is to be managed by the TRC Committee (or authorised delegate)

3.2 Adequate security must be used in storing this data:

3.2a Password Protect with only two individuals (TRC Committee or authorised delegate) retaining the password at any time

3.2b Passwords to be changed and updated regularly

3.2c Any software used must be inherently secure (i.e. not easily hacked)

3.2d Backups of digital data are to follow the same security expectations as 3.2a-3.2c

3.2e Paper copies (if any) are to be kept by the TRC Secretary only and are not to be left in public view

4. BREACH OF DATA PROTOCOL

4.1 A breach of data may include individually identifying information being:

4.1a forwarded to a third party without consent

4.1b digitally stored data being copied (without permission) or hacked

4.1c Paper/hard copies being lost, stolen or copied (without permission)

4.2 If a breach occurs, TRC Committee will advise the affected individuals of the breach, and review security procedures

Version 1

Ratified by TRC Committee 9 July 2018