



# Privacy Policy for Queanbeyan City Football Club

## 1. Introduction

Queanbeyan City Football Club ("the Club") is committed to protecting the privacy and personal information of its members, players, supporters, volunteers, and other stakeholders. This Privacy Policy outlines how the Club collects, uses, stores, and discloses personal information in compliance with the Australian Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

## 2. Scope

This policy applies to all personal information collected by the Club, including but not limited to:

- Members and players
- Volunteers and staff
- Sponsors and partners
- Visitors to our website

## 3. Collection of Personal Information

The Club collects personal information in a lawful and fair manner. Information may be collected directly from individuals or indirectly through third parties. The types of personal information collected may include:

- Name, address, and contact details
- Date of birth and gender
- Medical and emergency contact details (for players)
- Payment and financial information (e.g., membership fees)
- Photographs and video recordings (e.g., for promotional purposes)
- Information about participation in Club activities



#### **4. Use of Personal Information**

The Club collects and uses personal information for the following purposes:

- To manage memberships and player registrations
- To organise and facilitate matches, training sessions, and other Club activities
- To communicate with members, sponsors, and stakeholders
- To ensure the safety and well-being of players and members
- To comply with legal and regulatory obligations
- For marketing, promotional, and fundraising activities

#### **5. Disclosure of Personal Information**

The Club does not disclose personal information to third parties without consent, except where required or authorised by law. Third parties to whom information may be disclosed include:

- Football governing bodies (e.g., Football NSW, Football Australia)
- Insurance providers
- Emergency services (in case of medical emergencies)
- Service providers (e.g., IT, payment processing, or marketing platforms)

#### **6. Storage and Security of Personal Information**

The Club takes reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure. Security measures include:

- Secure storage of physical and electronic records
- Restricted access to personal information
- Use of encryption and secure communication channels



## **7. Access and Correction**

Individuals have the right to access and correct their personal information held by the Club. Requests for access or correction should be directed to the Club Secretary via the contact details provided below. The Club will respond to such requests within a reasonable timeframe and in accordance with the Privacy Act.

## **8. Website and Online Privacy**

When visiting the Club's website, certain information may be collected, such as IP addresses, browser types, and cookies. This information is used to improve the user experience and website functionality. The Club's website may contain links to external sites, and the Club is not responsible for the privacy practices of these external sites.

## **9. Complaints**

If you have a complaint about how the Club handles your personal information, please contact us using the details below. The Club will investigate and respond to complaints promptly and in accordance with the Privacy Act.

## **10. Updates to This Policy**

The Club reserves the right to update this Privacy Policy from time to time to reflect changes in legal requirements or Club practices. The updated policy will be made available on the Club's website and through other communication channels as appropriate.

## **11. Contact Details**

For any questions, concerns, or requests regarding this Privacy Policy or the handling of your personal information, please contact:

Queanbeyan City Football Club

Email: [football@qcfc.com.au](mailto:football@qcfc.com.au)

Address: 266 Crawford Street, Queanbeyan, NSW, 2619

This Privacy Policy is effective as of 13 January 2025