



HUNTER VALLEY
FOOTBALL



REGULATION H:03.18 Privacy Policy

Summary

This Policy provide information about:

- **Regulation H – 03.18 Privacy Policy**

that the Joint Zone Associations Competitions will operate under.

The Regulations, Procedures and Policies in conjunction with the Constitution and By-Laws of the Zone Association shall, with the approval of NNSW Football and duly Registered with FA, apply from the date of approval and shall take precedence over any previous Regulations of the Zone Association.

Issued by the Joint Board of Directors of Macquarie Football, Newcastle Football, and Hunter Valley Football.

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PRIVACY POLICY

1. POLICY

The Joint Zones Associations and Member clubs value and respect the privacy of all the people we deal with.

The Joint Zones Associations and Member clubs are committed to protecting each individual involved privacy and complying with the Privacy Act 1988 (Privacy Act) and other applicable privacy laws and regulations.

This Privacy Policy (Policy) provides a clear and concise outline of how and when we collect, store, use, distribute and disclose your personal information, and how we maintain the quality and security of your personal information in our administration of football.

2. PERSONAL INFORMATION

“Personal information” means any information or opinion, whether true or not, and whether recorded in a material form or not, about an identified individual or an individual who is reasonably identifiable.

In general terms, this includes information or an opinion that personally identifies you either directly (e.g., your name) or indirectly.

3. COLLECTING YOUR PERSONAL INFORMATION

3.1 Personal information about you may be collected by the Zone Association from you or from a third party. The Zone Association uses forms, online portals and other electronic or paper correspondence to collect this information.

3.2 The personal information we collect about you depends on the nature of your dealings with us or what you choose to share with us.

The personal information we collect about you may include:

- Full name,
- Postal address or residence address,
- Email address,
- Date of birth,
- Gender
- Contact phone number
- Birth Certificate
- Passport Style Photograph
- Zone Association Member Club
- Club position
- Club Team – Age/Grade/Division
- Disciplinary History
- Coaching or Match Official Qualifications

Depending on the services you receive from the Zone Association, the Zone Association may also collect and hold details about your participation history, membership history and credit card information, and details of the items ordered or purchased from or through the Zone Association.

During its operations, a Zone Association may collect, use, and disclose the personal information of players, match officials, club and team officials, administrators, participants, and other individuals for the purpose of governing and administering the sport of football in the Zone Association and as further described in the remainder of this Policy.

- 3.3** For example, the Zone Associations may collect personal information from you:
- a. via the Zone Associations websites,
 - b. when you provide it to a Zone Association by filling in forms approved by the Zone Association from time to time (including when you register to play football, register for a coaching, volunteer, or match official courses, or register for other seminars or courses),
 - c. when you contact the Zone Association,
 - d. when you engage with the Zone Association via social media,
 - e. when you subscribe to receive the Zone Association related newsletters or other information, or
 - f. when you lodge a claim or complaint with the Zone Association.
- 3.4** The Zone Association may also collect personal information about you from third parties, including:
- a. Clinic and event organisers, when you enrol or pay to be involved in a football related event,
 - b. FA (including from FA's PlayFootball or another FA Member Federation, or a branch, association, club, affiliate member, match officials' body and/or a Zone Association - competition administrator registered with FA or with the Zone Association from time to time,) the organisations identified under the section - Disclosing Your Personal Information below.
- 3.5** Personal information shall not be collected for inclusion in a record or in a generally available publication unless:
- * the information is collected for a lawful purpose directly related to the function or activity of each Zone Association as part of the Joint Zones Associations competitions and associated activities; and
 - * the collection of that information is necessary for or directly related to that purpose.
- 3.6** Personal information shall not be collected by unlawful or unfair means.
- 3.7** Under certain circumstances, a Zone Association or Joint Zones Associations may need to collect sensitive information about you.

This might include any information or opinion about your racial or ethnic origin, political opinions, political association, religious or philosophical beliefs, membership of a trade union or other professional body, sexual preferences, criminal record, or health information.

If we collect your sensitive information, we will do so only with your consent, if it is necessary to prevent a serious and imminent threat to life or health, or as otherwise required or authorised by law, and we take appropriate measures to protect the security of this information.

You do not have to provide us with your sensitive information.

Where possible, we will give you the option to interact with us anonymously or by using a pseudonym.

However, if you choose to deal with us in this way or choose not to provide us with your personal information, we may not be able to provide you with our services or otherwise interact with you.

In each case, the precise nature of the collection, use and disclosure of personal information by the Zone Association depends on the services you request and receive from, and your interaction with, the Zone Association.

4. SOLICITATION OF YOUR PERSONAL DETAILS

4.1 Where the Zone Association collects personal information for inclusion in a record or in a generally available publication and this information is solicited from the individual concerned, the Zone Association shall take such steps as are, in the circumstances, reasonable to ensure that the individual concerned is generally aware, either before the information is collected or as soon as practicable after the information is collected, of:

- the purpose for which the information is being collected,
- whether the collection of the information is authorized or required by or under law,
- any person, body, or agency to which the collected personal information shall be disclosed as usual practice; and
- whether this collected personal information is likely to be further passed on a third party as usual practice.

5. USING YOUR PERSONAL DETAIL

5.1 The Zone Association may use the personal information collected about you in a variety of ways, including:

- a. to verify your identity,
- b. to ensure compliance with the FA Statutes, NNSW Football and Zone Association's Constitution, by laws, rules, Joint Zones Associations PRIVACY POLICY Last Modified: February 2024,
- c. regulations, rules, policies, procedures, and other governing documents, including the administration and development of football
- d. to organise, conduct and promote football competitions, matches, tournaments, programs, other events and to meet any other objectives stated in Zone Association's Constitution,

- e. to process the registration of individuals to participate in football competitions, tournaments, matches, programs, and other events, as a player, Club official, Match official or otherwise,
- f. to develop programs, activities, events, products, services and merchandise relating to football and the Zone Association,
- g. to provide you with information about our services, including information about, or which we reasonably believe may be of interest you, some of which may be provided by, or in conjunction with, FA, government agencies, Joint Zones Associations or Zone Football Administrators,
- h. to investigate and take action in connection with any disciplinary, dispute or grievance processes mandated under FA and NSW Football Statutes or Zone Association's Constitution, by laws, rules, regulations, policies, procedures, or other governing documents,
- i. to satisfy our obligations and to comply with applicable statutes, regulations, and policies as Member Zones of the NSW Football the regional governing body,
- j. to satisfy our obligations under the Corporations Act 2001 and otherwise the law,
- k. to carry out market research and surveys,
- l. to maintain participation and service/benefit records, data, and statistics, including for archive and historical purposes,
- m. any use that is reasonably apparent at the time the information is collected.

5.2 The Zone Associations may also use the personal information collected about you:

- a. to administer, manage and improve the Zone Association Sites and to provide you with access to those Zone Associations Sites,
- b. to ensure that content from the Zone Associations Sites is presented in the most effective manner for you and for your computer,
- c. to allow you to participate in interactive features of a Zone Associations Site, when you choose to do so,
- d. any use that is reasonably apparent at the time the information is collected.

6. PERSONAL INFORMATION GENERALLY

Where the Zone Association collects personal information for inclusion in a record or in a generally available publication, it shall take such steps as are in the circumstances reasonable to ensure that, having regard to the purpose for which the information is collected:

- the information collected is relevant to the purpose and is up to date and complete; and
- the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the individual concerned.

7. DISCLOSURING YOUR PERSONAL INFORMATION

7.1 The Zone Associations may also share your personal information with third parties in relation to the operation of the Zone Association's business including:

- a. Zone Football Administrators and any football related body established by the Zone Association Administrator, FA or NSW Football to deal with disciplinary, dispute or grievance proceedings,
- b. The Australian Sports Anti-Doping Authority, or Court of Arbitration for Sport,
- c. third party service providers, such as venue operators, event organisers, IT providers and social media websites,
- d. health providers or professionals,
- e. Zone Association insurers,
- f. Professional advisors, including our accountants, auditors, and lawyers,
- g. As required or authorised by law or where we have a public duty to do so, including for purposes of safety and security,
- h. where you have consented to your personal information being disclosed to others,
- i. NSW Office of the Children's Guardian,
- j. Child Protection Unit,
- k. NSW Office of Sport,
- l. NSW Ombudsmen
- m. NSW Communities and Justice.
- n. NSW Office of the Attorney General, and
- o. NSW Police Force

7.2 If you receive a product or service from, or your information is otherwise collected by, a third party, such as a NSW Football Administrator, the relevant third party may have a separate privacy policy which applies to their collection, use and disclosure of your personal information.

You should refer to that privacy policy for further details about how the relevant third party may collect, process, use, store and disclose your information and how you can contact the relevant third party if you have any queries, or wish to make a complaint, about their handling of your personal information.

8. LIMITS ON DISCLOSING YOUR PERSONAL INFORMATION

8.1 The Zone Association having possession or control of a record that contains personal information shall not disclose the information to a person, body, or agency (other than the individual concerned) unless:

- a. the individual concerned is reasonably likely to have been aware that information of that kind is usually passed on to that person, body, or agency,
- b. the individual concerned has consented to the disclosure,

- c. the Zone Association believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious or imminent threat to the health and safety of the individual concerned or of another person,
 - d. the disclosure is required or authorized by or under law,
 - e. the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty or for the protection of the public revenue.
- 8.2 Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty or for the purpose of the protection of the public revenue, a note of this disclosure shall be included in the record containing that information.
- 8.3 A person, body, or agency to whom personal information is disclosed under **Clause 1** shall not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body, or agency.

9. PROTECTING YOUR PERSONAL INFORMATION

- 9.1 The Joint Zone Associations take reasonable steps to protect the security and privacy of your personal information.

The Joint Zone Associations have directed its staff that personal information must be dealt with in accordance with this Policy and kept secure from unauthorised access or disclosure.

- 9.2 The Joint Zone Associations shall ensure that, when they have possession or control of a record that contains personal information, the record is protected by such security safeguards as it is reasonable in the circumstances to take, against loss, unauthorized access, use, modification, disclosure, or other misuse.
- 9.3 If it is necessary to give the record held by the Zone Association that contains personal information to a person or body providing a service to the Zone Association, all reasonable steps shall be taken by the Zone Associations to protect the security and privacy and prevent unauthorized use or disclosure of personal information contained in the record.
- 9.4 If you are considering sending us any other personal information through a Joint Zone Associations website or other electronic means, please be aware that the information may be insecure in transit, particularly where no encryption is used (e.g., email, standard HTTP).
Any transmission is therefore at your own risk. Once the Zone Association has received your personal information, the Zone Association will take reasonable steps to protect all personal information within its direct control from unauthorised access.
- 9.5 Where the Zone Association has given you (or where you have chosen) a password which enables you to access certain parts of a Zone Association Site, you are responsible for keeping this password confidential.

The Zone Association suggests that you do not share the password with anyone and to change it regularly.

10. INFORMATION RELATING TO RECORDS

- 10.1 The Zone Association, having possession or control of records that contain personal information, shall (**subject to Clause 3**), take such steps as are in the circumstances reasonable to enable any person to ascertain:

- a. whether the Zone Association has possession or control of any records that contain personal information; and
 - b. if the Zone Association has possession or control of a record that contains such information – the nature of that information; the main purposes for which that information is used; the steps that a person should take if the person wishes to obtain access to the record.
- 10.2 The Zone Association is not required (*under Clause 1*) to give a person information if the Zone Association is required or authorized to refuse to give that information under the law that provides for access by persons to documents.
- 10.3 The Zone Association shall maintain a record setting out:
 - a. the nature of records of personal information kept by it,
 - b. the purpose for which each type of record is kept,
 - c. the classification of individuals about whom records are kept,
 - d. the period for which each type of record is kept,
 - e. persons who are entitled to have access to personal information contained in the records and the conditions under which they are entitled to have that access,
 - f. the steps that should be taken by persons wishing to obtain access to that information.
- 10.4 The Zone Association shall make the record maintained under *Clause 4* available for inspection by members of the public and shall maintain this record at regular intervals.

11. ACCESS TO AND CORRECTION OF PERSONAL INFORMATION

- 11.1 Where the Zone Association has possession or control of a record that contains personal information, the individual concerned shall be entitled to have access to that record, except to the extent that the Zone Association is required or authorized to refuse to provide the individual with access to that record under the applicable provisions of any law that provides for access by persons to documents.
- 11.2 The Zone Association takes all reasonable precautions to ensure the personal information that the Zone Association collects, uses, and discloses is accurate, complete, and up to date.
However, the accuracy of that information depends on the information you provide.
The Zone Association recommends that you let us know if there are any errors in your personal information and keep us up to date with changes to your personal information in particular your contact details.
- 11.3 You have the right to access the personal information we hold about you and can request the correction of your personal data if it is inaccurate, incomplete, or out of date.
If you would like to do so, please contact the Zone Association Administration Office to submit an enquiry to access or update the personal information that the Zone Association holds about you.

12. ALTERATION OF RECORDS

- 12.1 The obligation imposed in *Clause 1* is subject to any applicable limitation in any law that provides a right to require the correction or amendment of documents.

- 12.2** Where the Zone Association holding a record containing personal information is not willing to amend that record, by making a correction, deletion, or addition, in accordance with a request by the individual concerned and no recommendation to the effect that the record should be amended in accordance with the request has been made under the applicable provisions of a law.

The Zone Association shall, if so, requested by the individual concerned, take steps as are reasonable in the circumstances to attach to the record any statement provided by that individual of the correction, deletion or addition sought.

13. ACCURACY CHECK OF PERSONAL INFORMATION

The Zone Association having possession or control of a record that contains personal information shall not use that information without taking such steps as are in the circumstances, having regard to the purpose for which the information is to be used, by way of making appropriate corrections, deletions, and additions, as are, in the circumstances, reasonable to ensure that the record:

- is accurate; and
- is, having regard to the purpose for which the information was collected or is to be used, relevant, up to date, complete and not misleading.

14. USE OF PERSONAL INFORMATION FOR RELEVANT PURPOSES

The Zone Association having possession or control of a record that contains personal information shall not use that information except for a purpose to which the information was obtained and is relevant.

- 14.1** The Zone Association having possession or control of a record that contains personal information that was obtained for a particular purpose shall not use the information for any other purpose unless:
- the individual concerned has consented to use of the information for that other purpose,
 - the Zone Association believes on reasonable grounds that use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the health and safety of the individual concerned or another person,
 - use of the information for that other purpose is required or authorized by or under law,
 - use of the information for that other purpose is reasonably necessary for enforcement of criminal law or of a law imposing a pecuniary penalty or for the protection of the public revenue,
 - the purpose for which the information is used is directly related to the purpose for which the information was obtained.
- 14.2** Where personal information is used for enforcement of the criminal law or of a law imposing a pecuniary penalty or for the protection of the public revenue, the Zone Association shall include in the record containing that information a note of that use.

15. ZONE ASSOCIATIONS WEBSITES, COOKIES AND OTHER TECHNOLOGIES

- 15.1** If you visit a Zone Association website, the individual Zone Association may record information such as your Internet Protocol (IP) address, browser type, Internet Service Provider (ISP), referring/exit pages, operating system, the Zone Association website pages accessed, and any information downloaded.

This information is used for statistical, reporting and website administration and maintenance purposes, including identifying usage trends, to track users' movements around the Zone Associations websites and to gather demographic information about Zone Association users collectively.

- 15.2** Like many other websites, the Zone Association websites may use 'cookies' from time to time.

A cookie is a piece of information that allows us to identify and interact more effectively with your device.

The cookie helps the individual Zone Association to maintain the continuity of your browsing session and remember your details and preferences when you return.

You can configure your web browser software to reject cookies however some parts of the Zone Association websites may not have full functionality in that case.

- 15.3** In some cases the Zone Association and its third-party service providers may use cookies and other technologies such as web beacons and JavaScript on a Zone Association website in connection with online services like banner advertising, website analytics and surveys to collect information about your use of a Zone Association website.

The use of these technologies allows the Zone Associations and its third-party service providers to evaluate a user's use of a Zone Association website, deliver customised advertising content, measure the effectiveness of the advertising and provide other services relating to website activity and internet usage.

The services we may use from time to time include Google Analytics, Google AdWords, Nielsen, and Facebook.

You can find more details in the privacy policies for those services, including information on how to opt-out of certain conduct.

- 15.4** In particular, the Zone Association website uses the Google AdWords remarketing service to advertise on third party websites (including Google) to previous visitors to our site.

It could mean that we advertise to previous visitors who haven't completed a task on our site, for example using the contact form to make an enquiry.

This could be in the form of an advertisement on the Google search results page, or a site in the Google Display Network.

Third-party vendors, including Google, use cookies to serve ads based on someone's past visits to the Zone Association website.

Of course, any data collected will be used in accordance with our own privacy policy and Google's privacy policy.

You can see preferences for how Google advertises to you using the Google Ad Preferences page, and if you want to you can opt out of interest-based advertising entirely by cookie settings or permanently using a browser plugin.

When we send you emails or other electronic messages, the Zone Association may record where you open the message and click on particular links.

This helps us to better understand what information is of interest to you.

16. INQUIRIES AND COMPLAINTS

For complaints about how Zone Association handles, processes, or manages your personal information, please contact the Zone Association Administration Office.

Note:

We may require proof of your identity and full details of your request before we can process your complaint.

Please allow up to 7 days for Zone Association to respond to your complaint.

It will not always be possible to resolve a complaint to everyone's satisfaction.

If you are not satisfied with Zone Association's response to a complaint, you have the right to contact the Office of Australian Information Commissioner (at www.oaic.gov.au/) to lodge a complaint.

16.1 How to contact us

If you have a question or concern in relation to our handling of your personal information or this Policy, you can contact the individual Zone Associations for assistance as follows:

Hunter Valley Football Zone Association

Address: 40 Mitchell Avenue, Kurri Kurri 2327

Email: admin@hvfa.com.au

Contact Number: 02 4991 5093

Macquarie Football Zone Association

Address: Unit 7/149 Ambleside Circuit, Lakelands 2282

Email: mfl@macquariefootball.com

Contact Number: 02 49530800

Newcastle Football Zone Association

Address: Unit 1, 17 Riverside Drive, Mayfield West 2304

Email: reception@newcastlefootball.com.au

Contact Number: 02 4960 0967

REFERENCES:

The following reference material has been utilised to construct this Policy to enable the safety, security of personal information and to respect the privacy of all the people that a Zone Association may deal with.

Football Australia: [Privacy Policy](#)

Football Queensland: [Privacy Policy 2021](#)

Football NSW: [Privacy Policy 20-05-2019](#)

NSW Office of Sport: [Privacy](#)

Privacy Policy [Template](#)

Business Victoria: [Privacy Policy Template](#)

Website Policies: [Free Privacy Policy Templates](#)

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