NEDLANDS RUGBY

NEDLANDS RUGBY CLUB – PRIVACY & DATA MANAGEMENT POLICY (V1/2027)

Looking after members' personal information carefully and responsibly. Policy applies to the Board, officials, coaches, volunteers and members of Nedlands Rugby Club. It operates in line with the Privacy Act 1988, the Rugby Australia Privacy Policy and the Rugby Australia Child and Young Person Safeguarding Policy.

NEDLANDS RUGBY CLUB – PRIVACY & DATA MANAGEMENT POLICY

1. Purpose

This policy explains how Nedlands Rugby Club (the Club) collects, uses, stores and protects the personal information of its members, players, families, volunteers, officials, sponsors, donors and venue hirers.

The Club aims to handle personal information consistently with the Privacy Act 1988 (Cth) and the Australian Privacy Principles. It operates within the RugbyAU Privacy Policy for information collected and shared via Rugby Xplorer, and the RugbyAU Child and Young Person Safeguarding Policy for information relating to junior players.

2. Scope

This policy applies to personal information collected by the Club through registration, forms, correspondence, bookings, sponsorship and fundraising activities, social media and Club events. It applies to everyone on the Board and to all officials, coaches, team managers and volunteers who access that information on the Club's behalf.

3. Guidelines

3.1 What We Collect

Depending on your involvement with the Club, we may collect:

- Name, date of birth, address, phone number and email address;
- Emergency contact details;
- Health or medical information relevant to player safety (for example injuries, allergies and concussion history);
- Working With Children Check (WWCC) details for volunteers and officials working with juniors;
- Business contact details of sponsors, donors and venue hirers (for example for River Room bookings); and
- Photos or video taken at Club training, matches or events.

3.2 How We Collect It

- Registration and re-registration via Rugby Xplorer;
- Club forms [for example Microsoft Forms] for events, nominations and volunteer sign-up;
- Direct correspondence with the Club (email, in person, or via a Team Manager);
- Sponsorship, venue hire and fundraising enquiries; and
- For junior players, information is collected from, or with the involvement of, a parent or guardian.

3.3 How We Use It

Personal information is used to administer registrations and teams, communicate with members, manage player safety and welfare, meet WWCC and safeguarding obligations, manage sponsorship,

venue hire and fundraising, and, only with appropriate consent, promote the Club through official channels such as our website, newsletter and social media.

3.4 Rugby Xplorer and RugbyAU

Information collected through Rugby Xplorer is also collected on behalf of, and shared with, Rugby Australia and Rugby WA for the administration of competitions and the game. That information is subject to the RugbyAU Privacy Policy, available at australia.rugby/privacy.

3.5 Children's Information

Where a player is under 18, information is collected with the involvement of a parent or guardian, and used only for team administration, safety and Club communication. Images of junior players are only used publicly (for example on our website, social media or promotional material) with parent or guardian consent, consistent with the RugbyAU Child and Young Person Safeguarding Policy. Juniors are not named alongside their image online without that consent.

3.6 Photos and Video

Photos and video may be taken at Club activities for Club use. Anyone who does not want to be photographed, or who wants an image removed, can ask the Club and we will act on the request promptly. Spectators and parents must not publish images of other people's children without their parent or guardian's consent.

3.7 Storage and Security

- The register of members is maintained by Steve Bradbury - Club Secretary, and financial records by Andrew Simmonds - Club Treasurer, consistent with the Club Constitution.
- Access to personal information is limited to those who reasonably need it to perform their Club role. For example, a Team Manager needs their team's contact and medical details, not the full Club membership list.
- Personal information is stored in password-protected or access-controlled systems. Paper records are kept in a secure location, and information must not be shared in open group chats or social media.
- Club records are retained for at least [seven (7)] years, consistent with the Club Constitution, and disposed of securely once no longer required.

3.8 Sharing and Disclosure

The Club does not sell personal information or share it for commercial purposes. Information may be shared with:

- Rugby Australia and Rugby WA, for registration, competition and safeguarding administration;
- Service providers who support Club operations (for example Rugby Xplorer, [Microsoft Forms, our website host, our email or newsletter platform]), only as needed to provide that service;
- Payment and fundraising partners, such as the Australian Sports Foundation for donations to the Club's lighting appeal, which handle donor information under their own privacy policies; and
- Emergency services or medical professionals, where necessary for player safety.

We may also disclose information where required by law.

3.9 Access and Correction

Members may request access to, or correction of, their own personal information by contacting [the Secretary / Privacy Contact]. Requests to inspect the register of members are handled consistent with the Club Constitution.

3.10 Opting Out

Members may opt out of non-essential Club communications (for example newsletters and sponsor updates) at any time. This does not affect essential communications needed for registration, safety or team administration.

3.11 Privacy Concerns and Data Breaches

Anyone who is concerned about how their information has been handled can raise it with the [Secretary / Privacy Contact] or the Club's Welfare and Complaints Officer. Concerns will be dealt with promptly and fairly.

If you believe personal information held by the Club has been lost, shared by mistake or accessed without permission, tell the Privacy Contact immediately. The Club will act quickly to contain the issue, assess the risk to those affected and, where required by law or appropriate, notify affected people and the relevant authority.

4. Responsibilities

Role	Responsibilities
Board	Overall compliance with this policy; approving any change in how member information is collected, used or shared.
Secretary / Privacy Contact	Maintaining the register of members; handling requests to access or correct information; receiving privacy concerns and data breach reports.
Treasurer	Maintaining the security of financial records and related personal information.
Registrar	Managing player registration information via Rugby Xplorer.
Welfare and Complaints Officer	Handling any privacy concern that forms part of a complaint under the Code of Conduct; keeping complaint records confidential.

Role	Responsibilities
Team Managers, Coaches and Officials	Accessing only the information needed for their role; keeping team contact and medical details secure and confidential.
Communications and Social Media Volunteers	Using images and personal information only with the required consent; removing content promptly when asked.

5. Review and Amendments

This policy will be reviewed annually, or as required, by the Board to ensure relevance, effectiveness and alignment with the Privacy Act 1988 (Cth), the RugbyAU Privacy Policy, and the RugbyAU Child and Young Person Safeguarding Policy. Amendments may be proposed by any Club member but must be approved by the Board before they take effect.

6. Our Commitment

Members trust Nedlands Rugby Club with personal information so the Club can run safely and smoothly. By collecting only what is needed, limiting access appropriately and protecting the information of junior players with particular care, Neddies aims to be a responsible custodian of that trust.