



# Ice Hockey New South Wales Privacy and Confidentiality Policy

Policy Name: Privacy and Confidentiality Policy

Date of  
Approval: 30/04/2025

Policy Coverage: All participants

Date of Review: 29/04/2027

# 1 Introduction

## 1.1 Purpose

The New South Wales Ice Hockey Association (IHNSW) is dedicated to ensuring the privacy and confidentiality of all personal information collected from our members, participants, staff, and any other individuals involved with our organisation. This policy sets forth how IHNSW collects, uses, protects, and manages personal information, including sensitive data such as medical records and Working with Children Checks (WWCC). Our goal is to ensure that personal and sensitive information is handled with the utmost respect and care, in compliance with relevant privacy laws and best practices.

# 2 Definitions

In this policy the following words have the corresponding meaning:

*Personal Information:* Any information that can be used to identify an individual, such as name, address, contact details, date of birth, and any other personal data provided by a member, participant, or other individual.

*Sensitive Information:* Information that is more sensitive in nature, such as medical records, racial or ethnic background, sexual orientation, or Working with Children Check (WWCC) clearance status.

*Medical Information:* Information related to an individual's health, physical condition, medical history, and any other health-related data necessary for emergency preparedness or medical care.

*Intellectual Property:* Any documents, designs, reports, materials, or other content created or provided by IHNSW or its affiliates, which are protected by copyright law.

*Working With Children Check (WWCC):* A State Government-issued clearance confirming that an individual has passed background checks to work with children or vulnerable individuals.

# 3 Personal Information Collection and Use

3.1 IHNSW is committed to collecting only the personal information necessary to conduct its activities and serve its members effectively.

3.2 Personal information will only be used for legitimate purposes, such as to support membership services, facilitate participation in activities, and communicate with members.

3.3 Personal information will not be shared or used for any purpose other than what is specifically communicated to the individual providing the information, unless required by law or as necessary for safety reasons.

3.4 *Purpose Limitation:*

- Personal information will only be used for the purpose for which it was collected, unless the individual is informed of any additional uses or consents to such uses.

## 4 Confidentiality of Medical Information

- 4.1 Medical information, including any details about an individual's physical condition, injuries, or health history, is treated with the highest level of confidentiality.
- 4.2 This information will only be shared with supervisors, first aid personnel, or other relevant medical staff when required to ensure the safety and health of the individual during participation in any activity or in the event of an emergency.
- 4.3 *Emergency Situations:* In the case of a medical emergency, disclosure of medical information may occur to ensure the proper care and response are provided to the individual. This disclosure will be as limited as possible to those who need the information to act appropriately.

## 5 Intellectual Property and Information Usage

- 5.1 Any materials, documents, or content created by IHNSW officers, staff, or others in the course of their work for IHNSW remain the intellectual property of IHNSW.
- 5.2 All such materials are protected by copyright, and any reproduction or sharing of these materials must be done with the express written permission of the original author or IHNSW.
- 5.3 *Copyright Notice:*
  - All published materials should include a copyright notice, the date of creation, and the name of the author or creator.
  - This ensures proper attribution and protects the work from unauthorised use.

## 6 Electronic Information and Virus Protection

- 6.1 IHNSW will implement up-to-date virus protection measures to ensure the integrity and security of electronic information stored or transmitted by IHNSW. This includes protection against viruses, malware, and other forms of cyber threats.
- 6.2 Additionally, IHNSW will regularly update its websites and public documents to ensure the accuracy and currency of all information.
- 6.3 *Safety Measures:*
  - Virus protection software will be used wherever practical on all IHNSW devices, servers, and electronic communication channels.

## 7 Members' Right to Access and Correct Information

- 7.1 Individuals whose personal information is held by IHNSW have the right to access and review the information held about them.
- 7.2 Should any information be found to be incorrect, incomplete, or outdated, individuals can request corrections to ensure the accuracy of their personal data.

### 7.3 *Access and Correction:*

- Requests to access or correct personal information should be made in writing to the relevant contact at IHNSW.
- IHNSW will take reasonable steps to ensure that the information is updated and accurate.

## 8 *Working With Children Check (WWCC) Confidentiality*

8.1 IHNSW is committed to maintaining the confidentiality of all submitted WWCC clearance letters and clearance numbers, in accordance with State Government regulations. These documents will be securely stored and will not be shared unless required by law.

### 8.2 *Secure Handling:*

- WWCC information will only be used for the purpose of confirming the eligibility of individuals to work with children and vulnerable persons.
- This information will be stored securely and accessed only by authorized personnel.

## 9 *Email and Confidentiality*

9.1 IHNSW understands the importance of confidentiality in electronic communications, particularly in relation to email. Confidential information sent via email should only be forwarded to intended recipients and used for the purposes for which it was intended.

### 9.2 *Email Confidentiality:*

- All confidential or sensitive information sent via email must be handled with care. Recipients should ensure that emails containing confidential information are not forwarded to unintended parties.

## 10 *Compliance with this Policy*

This policy ensures that personal and sensitive information is handled responsibly and in compliance with relevant privacy laws. IHNSW respects the privacy of all members and participants and will continue to maintain the confidentiality of all information provided.

For further details on how IHNSW handles personal or confidential information, or if you have any questions or concerns about this Privacy and Confidentiality Policy, please contact:

Email: [eo@ihnsw.com.au](mailto:eo@ihnsw.com.au)

Phone: 02 8736 1206

Mail: PO Box 3266 North Strathfield, NSW 2137

Office: Sports House, Quad 1, 8 Parkview Drive, Sydney Olympic Park, NSW 2127

Website: [www.ihnsw.com.au](http://www.ihnsw.com.au)