

Ice Hockey Queensland Inc Policy Document

Privacy of Information

Policy Objective

- To protect the privacy of personal and confidential information collected from individuals involved with Ice Hockey Queensland (players and parents, coaches, volunteers, members, officials, and employees).

Policy

IHQ will only collect personal information from an individual that is necessary for one or more of its functions or activities.

Individuals have the right to gain access to the information; and know the purposes for which the information is collected; and to what organizations (or the types of organizations) IHQ usually discloses information of that kind.

IHQ will take reasonable steps to make sure that the personal information it collects uses or discloses is accurate, complete and up-to-date.

IHQ may disclose medical information if necessary to lessen or prevent a serious and imminent threat to an individual's life, health or safety. IHQ may disclose medical information about an individual to any person who is responsible for the individual if they are physically or legally incapable of giving consent to the disclosure; or physically cannot communicate consent to the disclosure, a natural person (the **carer**) providing the health service for the organization is satisfied that either: the disclosure is necessary to provide appropriate care or treatment of the individual.

IHQ may disclose information if there is reason to suspect that unlawful activity has been, is being or may be engaged in, and is required to use or discloses the personal information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities; or the use or disclosure is required or authorized by or under law. If IHQ uses or discloses personal information for this reason, it must make a written note of the use or disclosure.

IHQ will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorized access, modification or disclosure.

IHQ will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed.

Authority	Ice Hockey Queensland Inc Executive on 14 October 2008 <i>Associations Incorporation Act 1981 (Qld)</i> <i>Associations Incorporation Regulation 1999 (Qld)</i>
Application	IHQ Inc and all of its affiliates
Policy No. B24/2008	Review date October 2011 Effective from 15 October 2008