

PRIVACY POLICY



ROYAL SOUTH STREET SOCIETY

Purpose

The Board of Royal South Street Society (RSSS) is committed to comply with legislation to protect the privacy of personal information which the organisation collects, holds and administers. This document provides a framework for RSSS in dealing with privacy responsibilities for its competitors, volunteers, and employees.

Scope

This policy applies to all staff, volunteers, competitors, families, teachers, schools, audience, sponsors, media agencies and organisations engaged with RSSS.

Definitions

Photography	Still photography image and recording on any device
Royal South Street Society	The formal title of the organisation. The organisation that formally oversees the Royal South Street Society Ballarat Eisteddfod
Royal South Street Society Ballarat Eisteddfod	Our core business/event/season of events/eisteddfod which is overseen by the Royal South Street Society
Record or Recording	Record and Recording in this document shall be defined as the taking of a photograph, the recording of a video, the recording of audio, and live streaming.
Employees	These are people who have a 'contract of service' with your organisation. This contract does not need to be in writing, but both parties generally need to have intended to create a binding contract with one another. Employees have a wide range of legal rights and entitlements under Australia's employment laws, including minimum rates of pay and the ten National Employment Standards (NES)
Contractors	These are people – or entities – that have a 'contract for service' with your organisation.
Volunteers	<p>In accordance with the National Standards for Involving Volunteers in not-for-profit organisations RSSS adopts its definition of volunteering:</p> <p>Formal volunteering is an activity which takes place in not for profit organisations or projects and is undertaken:</p> <ul style="list-style-type: none">• To be of benefit to the community and the volunteer;• Of the volunteers own free will and without coercion;• For no financial payments; and• Is designated volunteer positions only.



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Policy Statement

Royal South Street Society collects and administers a range of personal information. The RSSS is committed to ensure that the personal information that is collected is protected.

RSSS is committed to complying with Australian Privacy legislation and to protecting and safe guarding the privacy as per legislative requirements.

Personal information is defined as, by the *Privacy Act (1988)*, 'information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information of opinion is true of not, and whether the information or opinion is recorded in a material form or not'.

What kind of personal information RSSS holds and collects

RSSS understands that the information collected may be considered private; however without these details, RSSS would not be able to provide the services we do. The type of information that is collected by RSSS includes:

- Name
- Date of Birth
- Address
- Phone
- Email
- Financial information (such as bank account details for employment or refunds)
- Emergency contacts
- Working With Children Checks (WWCC)
- Vaccination status
- Photography & videography recording

The information collected depends on the position of the individual within RSSS.

RSSS only collects information that is aligned to the functions associated with interacting with RSSS.

How RSSS holds and collects information

RSSS holds information collected via hard copy for volunteers and staff. Competitor information is stored electronically through a third party which RSSS has administrator access to.

RSSS collects information by:

- Online form for competitors, which is completed by competitors
- Volunteers complete a paper application form themselves or allow a staff member of RSSS to complete on their behalf
- Employees fill out a personal details form.



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Information that is stored on RSSS IT systems is only accessible by authorised persons.

The purpose for which RSSS collects, holds, uses and discloses personal information

RSSS collects, holds, uses and discloses information for a number of reasons, depending on the nature of the individual. If the individual is a competitor their information is stored so the RSSS Ballarat Eisteddfod is able to

- Place them within the correct age group for their competition
- Contact them when necessary
- Publish their names in guide books as well as on the RSSS website

Volunteer information is collected so RSSS is able to:

- Contact/communicate with them about events, or if a volunteer is needed
- Undertake referee checks
- Confirm the individual has a valid working with children's check
- Access emergency contacts in case of an emergency

Staff information is collected so RSSS is able to:

- Contact them when necessary
- Pay wages
- Ensure they have a valid working with children's check
- Ensure they are an Australian citizen or have the right to work within Australia
- Access emergency contacts in case of an emergency

How an individual may access personal information

Competitors are able to access and update their personal information online.

If volunteers and staff wish to access or change their personal information, they need contact the BDM via email, phone or in writing.

Anonymity and pseudonymity

You have the option of dealing with RSSS anonymously; however this only applies if it is practical, such as making a general enquiry.

How long RSSS keeps personal information

Competitor's information is kept ongoing. This is due to results being published online.

Staff information is kept for 7 years after the date of their termination, or resignation.



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Volunteer information is kept for as long as a volunteer works for RSSS. If a volunteer wishes to resign their information will be terminated immediately.

How RSSS disposes of personal information

RSSS disposes their information in a manner aligned to legislative requirements. If the information is stored on an electronic device it is deleted and removed completely from the hard drive. If the information is hard copy, then the paper is shredded via a document disposal company.

Disclosure of information to overseas recipients

RSSS does not disclose personal information to overseas recipients.

How an individual may complain about a breach of this policy

If an individual feels there has been a breach of this policy and wish to make a complaint, they can contact the BDM via email, phone, or in writing.

Changes to the Privacy Policy

If changes need to occur to the Privacy Policy, RSSS will promptly apply these changes so individuals are kept up-to-date about the information handling practices of RSSS.

Supporting Documents

- Privacy Procedure
- Media Policy and Media Procedure
- Social Media Policy & Social Media Procedure
- Confidentiality Policy
- Child Safety & Wellbeing Policy
- Child Safe Code of Conduct
- Code of Conduct
- Code of Conduct – General Entry and Audience
- Grievance, Complaints and Compliments Policy & Procedure

Responsibility

- The Royal South Street Society Board is responsible for monitoring the implementation, outcomes and scheduled review of this policy.
- The CEO/General Manager/Business Manager is responsible for maintaining the content of this procedure as delegated by the Royal South Street Society Board.

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Communication & Implementation

This procedure will be communicated and implemented via:

- Identified and recorded on the RSSS Quality Management Plan Cycle
- Listed in the Policies & Procedures file on the RSSS Intranet
- On Board review/approval, included on Staff Meeting Agenda for location and active implementation
- Staff induction documentation and sessions.
- Listed on the public website

Legislative Context

- Child Safety & Wellbeing
- Privacy Act
- OHS

Policy Authorisation

Approved by RSSS Board	July 2024	Responsible Person	CEO/General Manager/Business Manager
Version	Version 3 July 2024	Scheduled Review Date	01/01/2026