

# Star-Mites Gymnastics

## Privacy & Media Policy

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## Purpose and Scope

The Privacy & Media Policy of Star-Mites Gymnastics outlines how the club manages personal information and media use in accordance with the Privacy Act 1988 (Cth), Gymnastics Australia guidelines, and Gymnastics WA requirements. This policy applies to all members, athletes, parents, guardians, staff, contractors, and volunteers involved with the club.

The primary purpose of this policy is to safeguard the privacy and dignity of all individuals while ensuring that the club can function effectively. It covers the collection, storage, use, and disclosure of personal information, as well as the management of media, photography, and video.

The scope of this policy extends to all programs, classes, events, competitions, camps, and social media channels operated under the name of Star-Mites Gymnastics. It ensures that every participant is aware of their rights and responsibilities.

Parents, guardians, and athletes are required to read and understand this policy as part of the enrolment process. By remaining enrolled, families acknowledge their agreement to abide by its terms.

The club is committed to reviewing this policy regularly to ensure it remains compliant with changes in legislation and best practice standards.

## Collection of Personal Information

Star-Mites Gymnastics collects personal information that is reasonably necessary to provide its programs and services. This may include names, addresses, contact details, dates of birth, emergency contacts, medical information, and payment details.

The collection of such information ensures the club can maintain accurate membership records, provide safe coaching environments, and respond appropriately in case of emergencies.

Information is generally collected directly from the parent or guardian at the time of registration. Occasionally, it may be obtained from third parties such as competition organisers or schools where programs are conducted.

The club will always inform members why specific information is being collected and how it will be used. Consent will be sought where required by law or policy.

Information about children is handled with particular care, and only data essential to their safe participation is collected.

## Storage and Security of Information

All personal information is stored securely to prevent unauthorised access, misuse, loss, or disclosure. Records may be kept in electronic databases, cloud-based systems, or in locked physical files.

Access to personal information is restricted to authorised staff and volunteers who require it to perform their duties. Each authorised individual is bound by confidentiality obligations.

The club uses password protection, data encryption, and secure back-up systems to protect electronic records.

Physical records are kept in locked cabinets within secured office areas and are only accessible during designated office hours.

Personal information will not be kept longer than is necessary. Once information is no longer required, it will be securely destroyed or de-identified.

## Use and Disclosure of Information

Personal information collected by Star-Mites Gymnastics is used primarily for enrolment management, communication with families, and program delivery.

Information may be disclosed to governing bodies such as Gymnastics WA and Gymnastics Australia for registration, insurance, and competition entry purposes.

In cases of medical emergencies, relevant health information may be disclosed to healthcare providers to ensure the safety and wellbeing of the athlete.

The club does not sell, rent, or trade personal information to third parties under any circumstances.

Where disclosure to a third party is required for operational purposes, the club will ensure that the recipient is also bound by strict confidentiality obligations.

## Media, Photography & Video Consent

Star-Mites Gymnastics recognises that media is an important tool for celebrating achievements, promoting programs, and sharing information with the community.

Parents and guardians are required to provide written consent for the use of photography and video featuring their child. Consent is obtained annually during enrolment and applies to the club's official communication channels.

Media may be used for internal displays, newsletters, the club website, official social media platforms, and competition-related promotions.

No images or videos will be taken or published without appropriate consent, except in circumstances where photography is permitted at public events.

Staff and volunteers are strictly prohibited from taking personal images or videos of athletes for private use.

## Withdrawal of Consent

Parents and guardians may withdraw consent for photography or video use at any time. This withdrawal must be made in writing, either by email or letter, to the club administration.

Once consent is withdrawn, the club will take all reasonable steps to ensure that future media featuring the child is not published.

It should be noted that it may not be possible to remove images already printed or distributed prior to the withdrawal of consent.

The withdrawal process is respected without question, and no family will face disadvantage or discrimination as a result of exercising this right.

The club keeps accurate records of consent and ensures updates are reflected promptly.

## Digital & Social Media Guidelines

Star-Mites Gymnastics maintains official digital and social media platforms to communicate with its community and promote its programs.

Only authorised staff may post content on these platforms. All content is monitored to ensure compliance with child safety and privacy obligations.

Parents and guardians are encouraged to engage with official platforms responsibly and respectfully. Abusive or inappropriate conduct will not be tolerated.

The club prohibits the tagging of children in photographs without parental consent.

All digital communications must reflect the club's values of safety, respect, and inclusion.

## Rights of Access and Correction

Under the Privacy Act 1988, individuals have the right to access personal information held by the club and to request corrections if it is inaccurate, incomplete, or out-of-date.

Requests for access or correction must be submitted in writing to the club's administration. The club will respond within a reasonable timeframe, usually 30 days.

Proof of identity may be required to process such requests, particularly when dealing with sensitive information.

Where a correction is requested but not made, the club will provide a written explanation.

All such requests are handled with transparency and respect for the individual's rights.

## Complaints and Breaches of Privacy

If a member believes their privacy has been breached, they should report the matter in writing to the club administration or the Member Protection Information Officer (MPIO).

The complaint will be acknowledged promptly and investigated in a fair and confidential manner.

Outcomes may include corrective actions, updated procedures, or disciplinary measures where appropriate.

If the complainant is unsatisfied with the club's response, they may escalate the matter to external bodies such as the Office of the Australian Information Commissioner (OAIC).

All breaches are taken seriously, and the club is committed to continuous improvement in privacy management.

## Review and Continuous Improvement

This policy will be reviewed annually to ensure ongoing compliance with the Privacy Act 1988 and relevant sport governance frameworks.

Feedback from members, families, and staff will be considered during the review process.

Changes in legislation or organisational requirements may prompt interim updates outside the annual cycle.

Updated versions will be published on the club website and circulated to all members.

By keeping the policy current, the club reinforces its commitment to protecting the privacy and rights of all members.

## Appendix: Consent Form for Photography & Video

Star-Mites Gymnastics requires parents and guardians to complete a Photography & Video Consent Form annually. This form ensures that families are fully informed about how images and recordings may be used by the club.

The form explains the purposes of media use, which may include newsletters, promotional material, social media, and competition coverage. It clearly distinguishes between internal use within the club and public distribution.

Parents and guardians are asked to indicate their level of consent by selecting from specific options. These may include consent for internal displays, online platforms, or complete exclusion from all media use.

The form outlines the process for withdrawing consent at any time. This ensures parents retain control over their child's image and privacy rights.

All completed consent forms are stored securely and only accessed by authorised personnel. Records are updated annually to reflect current permissions.

By completing the form, families acknowledge their understanding of the club's Privacy & Media Policy and provide clear direction on their preferences.