



PRIVACY PROCEDURE

1. OVERVIEW

The Board of Korfball SA is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

These procedures are recommended for adoption or use as a guide by the Board of Korfball SA.

2. PURPOSE

The purpose of this document is to provide a framework for Korfball SA in dealing with privacy considerations.

3. SCOPE

This procedure applies to the whole of Korfball SA.

4. PROCEDURES

Collection of information:

Korfball SA will:

- Collect information that is necessary for the performance and primary function of Korfball SA.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

Use and Disclosure of information:

Korfball SA will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, Korfball SA will obtain consent from the affected person.

Data Quality

Korfbal SA will:

- Take reasonable steps to ensure the information the organisation collects is accurate, complete, up to date, and relevant to the functions we perform.

Data Security and Retention

Korfbal SA will:

- Safeguard the information we collect and store against misuse, loss, unauthorized access and modification.

Openness

Korfbal SA will:

- Ensure stakeholders are aware of Korfbal SA's Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction

Korfbal SA will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

Anonymity

Korfbal SA will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other organisations

Korfbal SA can:

- Only release personal information about a person with that person's express permission.
- Can release information to third parties where it is requested by the person concerned.

5. RESPONSIBILITIES

Korfbal SA's Risk Officer is responsible for the implementation of this procedure, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

6. ASSOCIATED DOCUMENTS

Privacy Policy