

SCHOOL SPORT AUSTRALIA

PRIVACY POLICY

2 OCTOBER 2019

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SCHOOL SPORT AUSTRALIA PRIVACY POLICY

1. About this Privacy Policy

School Sport Australia (“we”, “us” or “our”) recognises the importance of privacy and is committed to protecting your privacy when handling your personal information. We handle personal information for purposes relating to our school sport functions and activities involving coordinating and conducting a broad range of sporting programs for school students.

This Privacy Policy describes how we collect, hold, use and disclose personal information in an open and transparent manner for purposes relating to our school sport functions and activities in accordance with applicable privacy legislation. Personal information is any information about an identified or reasonably identifiable natural person including health information. Health information is any information about the health or a disability of an identified or reasonably identifiable natural person.

This Privacy Policy applies to personal information that we collect about students, parents and guardians of students, school representatives, member body representatives, volunteers, contractors, employees and other persons. By providing us with your personal information you consent to us handling it in accordance with this Privacy Policy. If you revoke your consent to us collecting, holding, using or disclosing your personal information in accordance with this Privacy Policy then you may not be able to attend, participate in or assist us with our school sport events, functions or activities.

If you provide us with any personal information about another person then we rely upon you to inform that person of the details contained in this Privacy Policy.

2. Why we collect, hold, use and disclose personal information

We collect, hold, use and disclose personal information for purposes relating to our school sport functions and activities.

If you are a student or a parent or guardian of a student then we may collect, hold, use and disclose your personal information for the following purposes:

- you attending or participating in our school sport events, functions or activities

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- managing our relationship with you as a student or parent or guardian of a student respectively
 - promoting our school sport events, functions or activities

If you are a school representative or member body representative then we may collect, hold, use and disclose your personal information for the following purposes:

- you attending or assisting us with our school sport events, functions or activities
- managing our relationship with you as a school representative or member body representative respectively
- promoting our school sport events, functions or activities

If you are or apply to become a volunteer, contractor or employee with us then we may collect, hold, use and disclose your personal information for the following purposes:

- you assisting us with our school sport events, functions or activities
- managing our relationship with you as an actual or prospective volunteer, contractor or employee respectively

If you contact us to enquire about our school sport events, functions or activities then we may collect, hold, use and disclose your personal information for the purpose of responding to your enquiry.

In all cases we may collect, hold, use and disclose your personal information for the following purposes:

- providing you with information about our school sport events, functions or activities
- evaluating or improving our school sport events, functions or activities
- carrying out our school sport functions and activities
- complying with our legal and regulatory obligations including discharging our duty of care to students

3. What kinds of personal information we collect

If you are a student the kinds of personal information about you that we may collect and hold include:

- your personal details including name, contact details, date of birth, age, gender, country of birth, nationality, languages spoken, photos, videos and student record information
- your family information including parents, guardians, emergency contacts and next of kin
- your health information including dietary requirements, illnesses, immunisations, allergies, adverse reactions, prescription information, medicines, disabilities, organ donation and healthcare providers
- your school sport information including events and competitions entered and event and competition results

If you are a parent or guardian of a student the kinds of personal information about you that we may collect and hold include your name and contact details and your student's name.

If you are a school representative or member body representative the kinds of personal information about you that we may collect and hold include your name, contact details and school or member body details respectively.

If you are or apply to become a volunteer, contractor or employee with us then the kinds of personal information about you that we may collect and hold include your application details and volunteer, contractor or employee details respectively including your name and contact details.

If you contact us to enquire about our school sport events, functions or activities then we may collect and hold include your contact details.

In all cases the kinds of personal information about you that we may collect and hold include your communications information including your message content, date and time.

We will not collect any sensitive information about you without your consent unless we are required or authorised by law to collect the information. Sensitive information is personal information about a person's health, biometrics, genetics, ethnic background, religious beliefs, religious affiliations, philosophical beliefs, professional memberships, trade

memberships, political memberships, political opinions, sexual preferences or criminal record.

If you do not provide us with any personal information that we request then you may not be able to attend, participate in or assist us with our school sport events, functions or activities.

4. What kinds of website visitor information we collect

We may use cookies or similar technologies to collect information about your visits to our School Sport Australia website www.schoolsportaustralia.edu.au (“**Website**”). A cookie is a small text file which is stored on your computer or device by your web browser when you visit our Website to enable your visits to be recognised.

The kinds of information that we may collect and hold about your visits to our Website include your IP address, domain name, locality, operating system, browser type, referring website, search terms, pages and links accessed, and visit date and time. We may use this information for the purpose of maintaining and improving our Website and enhancing your experience browsing our Website.

If you do not wish us to use cookies to collect information about your visits to our Website then you may set your browser to disable cookies but some parts of our Website may not function properly if cookies are disabled.

5. How we collect personal information

We usually collect personal information directly from you but we may also collect your personal information from third parties for purposes relating to our school sport functions and activities.

Direct collection

If you are a student then we may collect your personal information directly from you when you attend or participate in, or apply to attend or participate in, our school sport events, functions or activities.

If you are a parent or guardian of a student then we may collect your personal information directly from you when you attend or apply to attend our school sport events, functions or activities.

If you are a school representative or member body representative then we may collect your personal information directly from you when you attend or assist us with, or apply to attend or assist us with, our school sport events, functions or activities.

If you are or apply to become a volunteer, contractor or employee with us then we will collect your personal information directly from you at the time you are or apply to become a volunteer, contractor or employee respectively.

If you contact us to enquire about our school sport events, functions or activities then we may collect your personal information from you at that time.

In all cases we may collect your personal information directly from you when:

- you communicate with us by telephone, email, standard form, letter, facsimile or other means
- you request us to provide you with information about our school sport events, functions or activities
- you complete a survey or provide feedback in respect of our school sport events, functions or activities
- you subscribe to receive news or other information about our school sport events, functions or activities

Third party collection

We may also collect your personal information from a third party or publicly available source for purposes relating to our school sport functions and activities.

If you are a student then we may collect your personal information from:

- your parent or guardian, school or member body in connection with you attending or participating in our school sport events, functions or activities
- our service providers that assist us to carry out our school sport functions and activities including information technology providers and billing providers
- our agents, partners, affiliates and other trusted entities that assist us to carry out our school sport functions and activities including national sporting organisations

If you are a parent or guardian of a student then we may collect your personal information from:

- your student's school or member body in connection with you attending our school sport events, functions or activities
- our service providers that assist us to carry out our school sport functions and activities including information technology providers and billing providers

If you are a school representative or member body representative then we may collect your personal information from:

- your school or member body respectively in connection with you attending or assisting us with our school sport events, functions or activities.
- our service providers that assist us to carry out our school sport functions and activities including information technology providers

If you apply to become a volunteer, contractor or employee with us then we may collect your personal information from your referees in connection with your application.

In all cases we may collect your personal information from government departments, agencies and bodies in connection with carrying out our school sport functions and activities.

6. When you will have the option of not identifying yourself

We will give you the option of not identifying yourself or using a pseudonym when dealing with us except where it is impracticable or unlawful for us to do so. For example, you may not need to identify yourself when you request that we provide you with general information about our school sport events, functions or activities.

7. How we disclose personal information

We disclose personal information to third parties for the purpose of carrying out our school sport functions and activities.

If you are a student then we may disclose your personal information to your parent or guardian, school or member body in connection with you attending or participating in our school sport events, functions or activities.

If you are a parent or guardian of a student then we may disclose your personal information to your student's school or member body in connection with you or your student respectively attending, participating in or assisting us with our school sport events, functions or activities.

If you are a school representative or member body representative then we may disclose your personal information to your school or member body respectively in connection with you attending or assisting us with our school sport events, functions or activities.

If you are or apply to become a volunteer, contractor or employee with us then we may disclose your personal information to our member bodies in connection with you assisting us with, or applying to assist us with, our school sport events, functions or activities.

In all cases we may disclose your personal information to:

- recipients of publications which contain information about our school sport events, functions or activities
- our service providers that assist us to carry out our school sport functions and activities including information technology, billing, printing and mailing providers
- our agents, partners, affiliates and other trusted entities that assist us to carry out our school sport functions and activities
- government departments, agencies and bodies in connection with carrying out our school sport functions and activities
- our professional advisers including accountants, auditors and lawyers in connection with carrying out our school sport functions and activities
- a body which takes over some or all of our functions that involve the handling of your personal information

The third parties to which we may disclose your personal information may be located in Australia or other countries including the United States.

We will not disclose your personal information to any third parties for any other purpose without your consent except where required or authorised by law.

8. How we hold and protect personal information

We hold personal information that we collect in both physical and electronic storage facilities including paper-based files, computer servers, desktop and laptop computers, tablets, mobile phones, cameras and other portable data storage devices.

We protect personal information which we hold from misuse, interference and loss, and from unauthorised access, modification or disclosure using both physical and electronic security measures which include secure premises, physical access restrictions, locked cabinets, video surveillance, secure databases, password access, anti-virus software, data encryption, intrusion detection systems and firewalls.

If we hold any personal information that we no longer need for any purpose for which we may use or disclose the information then we will take reasonable steps to destroy or de-identify the information unless we are required by law to retain the information.

9. How to access, correct and delete your personal information

You may request access to and correction or deletion of any of your personal information which we hold. You should promptly notify us if you become aware that any of your personal information which we hold is inaccurate or out-of-date.

If you wish to access, correct or delete any of your personal information which we hold, please contact our Privacy Officer for assistance using the contact details below. You will be required to verify your identity before our Privacy Officer will be able to assist you to access, correct or delete any of your personal information which we hold. Our Privacy Officer will be able to assist you to access, correct or delete your personal information which we hold except to the extent that we are required or permitted by law to refuse to allow such access, correction or deletion.

10. How to make an enquiry or complaint

If you have an enquiry or complaint about our handling of your personal information, please contact our Privacy Officer using the contact details below. A complaint about our handling of your personal information should be made in writing to our Privacy Officer setting out details of your complaint. Our Privacy Officer is responsible for dealing with all enquiries and complaints about our handling of personal information.

11. How we update this Privacy Policy

We may update this Privacy Policy from time to time to take into account changes to our information handling practices by publishing an updated version of this Privacy Policy on our Website. You should regularly review the most recent version of this Privacy Policy available on our Website.

12. How to contact us

You may contact our Privacy Officer using the contact details below:

Privacy Officer
School Sport Australia

Phone: 03 8689 0169

Email: info@schoolsportaustralia.edu.au

Address: Sports House, 375 Albert Road, Albert Park, Victoria 3206

This Privacy Policy is effective as of 26 November 2019