

ATHLETICS SOUTH AUSTRALIA

PRIVACY POLICY

Athletics South Australia (ASA) is committed to the protection of personal information in accordance with the requirements of the National Privacy Principles contained in The Privacy Act (1988), as amended, and its respective regulations (referred to hereafter as the "Privacy Legislation").

It is a policy of ASA not to interfere with an individual's privacy rights in the way it collects, uses or disseminates personal information.

Generally, ASA will:

- not collect personal information unless it is necessary for its business activities, including but not limited to its role as a state sporting organisation and the recognised member in South Australia of Athletics Australia (ASA);
- only collect personal information lawfully and fairly;
- not use or disclose personal information about an individual for a purpose other than that for which it was collected unless such use or disclosure would be reasonably expected or has been expressly authorised or waived by the individual concerned;
- take reasonable steps to ensure that the personal information it holds is accurate, complete and up-to-date;
- take reasonable steps to protect personal information from misuse or loss;
- where necessary, take reasonable steps to let a person know what sort of personal information it holds;
- where necessary and requested by the individual concerned and permitted by law and/or the rules of the sport, provide the individual with access to personal information held in relation to that individual;
- with some exceptions, only transfer such information to someone in a foreign country if that country has privacy laws similar to the Privacy Legislation; and
- not collect sensitive information without the consent of the individual concerned.

"Personal information" encompasses all information which allows the identity of a person to be ascertained such as names, addresses, contact details and the like. "Sensitive information" includes political opinions, religious beliefs, professional or trade association memberships, sexual preferences and health information about an individual.

In the course of ASA's normal business activities, the type of information that will normally be collected and disseminated are as follows:

(1) Persons registered with a Member of ASA: ASA will store on its or a Member's database, the name, date of birth, address, contact details and such details of past sporting performances of persons registered with a Member of ASA. Unless ASA obtains the prior consent of the individual person concerned, it will not disclose such information to third parties but may itself use this information for the purpose of furthering the interest and affairs of ASA and entities with which it is associated, including but not limited to the publication and dissemination of competition entry/start lists and results, listings of records and rankings and personal biographies.

Note: sensitive information including medical and anti-doping details concerning elite athletes participating in ASA's high performance program may be collected by ASA. ASA will only disclose such information to relevant third parties, such as the IAAF, WADA, ASADA, AA or medical authorities, if deemed by the Executive Director to be necessary for the athlete's wellbeing or to comply with the rules of the sport or any legislative requirements.

(2) Participants in ASA permitted or organised sporting or related events: ASA collects such details as the name, address and contact details of participants in sporting or related events permitted, organised or conducted under the control, auspices or patronage of ASA or a Member. In this instance, the information may be collected by an event organiser on behalf of ASA.

(3) Board Members: ASA collects details such as the date, place of birth, address and contact details of individual board members. In accordance with the requirements of the Corporations Act, it will also require board members to disclose any material interest they may have in relation to any particular transaction ASA undertakes as well as a member's shareholding in certain corporations. Except with the consent of the board member concerned, ASA will only disclose such information to regulatory bodies such as the Australian Securities and Investment Commission, fellow board members or to such persons the Executive Director deems necessary for the proper conduct of the business of ASA.

(4) Staff Members, Contractors and Team Officials: ASA collects and maintains information such as:

- contact details, performance or wages;
- terms and conditions and hours of employment/engagement;
- training, disciplining, resignation or termination;
- recreation, long service, sick, personal, parental or other leave; and
- taxation, banking or superannuation affairs and trade union membership, if applicable

for Staff Members, Contractors, Team Officials and such other persons who may be engaged in the organisation, conduct and delivery of ASA competitions, events and programs on a remunerated and/or expense recovery basis.

ASA will only disclose such records to its Executive Director and where necessary, staff members, insurance companies, consultant, advisor or such other persons for the proper conduct of its business or to comply with legal requirements.

Use of personal information for ASA's business activities

ASA uses the information collected in any of the above categories for the development of the sport of athletics, to keep persons informed about the sport, its activities and related products and for direct marketing purposes. Where possible, ASA will only disclose such information where it has obtained the written consent of the individual concerned. In this instance, ASA will provide an express option for persons to decline receiving marketing communications with ASA, via an opt out mechanism.

At any time, you may notify ASA should your contact details change or if you do not wish to receive marketing materials or any other communications from ASA, by either telephoning ASA on (03) 9820 3511 or sending a request in writing to the below address;

Athletics South Australia
Level 1 Santos Stadium
145 Railway Terrace
Mile End, SA 5031

08 83543477

info@athleticssa.com.au

Disclosure without prior authorisation

In certain circumstances, ASA may be authorised by law to disclose personal information even where such written consent has not been provided, including:

- where there are grounds to believe that disclosure is required in order to prevent a threat to health or life;
- where ASA suspects that unlawful activity is or has been engaged in, such personal information may be used to investigate the suspected unlawful activity; or
- the use is authorised by law or reasonably necessary to enforce the law.

For more information about Athletics South Australia's Privacy Policy, please contact the Executive Director on 08 83543477.

Adopted as a policy of Athletics South Australia by the Board on 17 June 2013