

Privacy Policy

Policy	Privacy Policy
Responsible	Board, CEO, Executive Management and other staff
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Approval	Audit, Finance and Risk Committee

Privacy policy

The protection of personal information is important to Athletics Australia (**AA**). AA is committed to respecting the right to privacy and the protection of personal information.

This document sets out how AA may collect, hold and use personal information. By providing your personal information to AA, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

What personal and sensitive information does AA collect?

Personal Information

Personal information is information or an opinion (including information or an opinion forming part of a database) from which it is possible to determine someone's identity.

The information collected by AA about a particular person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth, age, height, weight, gender, physical activity (including frequency and levels), credit card details, photographic image, driver's licence number, passport number, insurance details, employment history, qualifications or communication history with AA.

Sensitive Information

Sensitive information is a type of personal information that also includes information or an opinion about someone's:

- racial or ethnic origin;
- political opinions;
- membership of a political association, professional or trade association or trade union;
- religious beliefs or affiliations or philosophical beliefs;
- sexual preferences or practices;
- criminal record; or
- health, genetic information or disability.

If it is reasonably necessary in the circumstances, AA may also collect sensitive information such as a person's medical history, nationality, their ethnic background or disabilities.

AA is required by law to obtain consent when collecting sensitive information. AA will assume consent to the collection of all sensitive information that is provided to it for use in accordance with this Privacy Policy, unless told otherwise.

How does AA collect personal and sensitive information?

Information may be collected when you:

1. become a member of an athletics club or other body which is a member of or affiliated with AA or any of its State/Territory members (AA Affiliate);
2. subscribe to any publication of AA or an AA Affiliate, including electronic publications;
3. subscribe to and use AA's mobile application known as Active Bands (**Active Bands**);
4. provide details to AA or an AA Affiliate in an application, consent form, survey, feedback form or incident report;
5. enter personal information into, or agree to having your personal information entered into, one of AA's online systems;
6. access the AA website or a website of an AA Affiliate;
7. contact AA via email, telephone or mail or engage with AA via social media;
8. participate in any program, activity, competition or event run by AA or an AA Affiliate;
9. purchase tickets to an event from AA or an AA Affiliate or an authorised agent;
10. purchase merchandise, products or services from AA or an authorised agent or licensee;
11. are elected or appointed to the Board or a committee of AA;
12. apply for employment or a volunteer position with AA or an AA Affiliate; or
13. where AA is required to do so by law (for education, child protection, work health and safety laws, charitable collections, medical treatment or other legislation in Australia).

Providing information

Depending on the circumstances, some types of information will be required and others might be optional. If you do not provide some or all of the information requested, this may affect AA's ability to communicate with you or provide the requested products or services.

By not providing requested information, you may jeopardise your ability to participate in programs or competitions, use Active Bands, or apply for employment or volunteer positions with AA or an AA Affiliate. If it is impracticable for AA to deal with you as a result of you not providing the requested information or consent, AA may refuse to do so.

Collection from third parties

AA or an AA Affiliate may collect personal information regarding a child from the parent or other responsible person associated with that child.

In many circumstances, AA collects information from AA Affiliates or other third parties. Examples of such third parties could include, without limitation, Sport Australia, Sport Integrity Australia, the Australian Institute of Sport, the Australian Olympic Committee, the Australian Commonwealth Games Association, non-affiliated athletics organisations, event operators or government and law enforcement bodies.

Information storage and protection

AA stores information in different ways, including in paper and electronic form.

Much of the information we collect from and about our members is added to AA's membership database. When your information is entered into AA's membership database, the information may be combined or linked with other information held about you.

Security of personal information is important to AA. AA has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures AA uses includes strict confidentiality requirements of our employees, volunteers, AA Affiliates and service providers, security measures for system access and security measures for our website and Active Bands.

We seek to protect your personal information from any unauthorised loss, disclosure or access. However, if a serious data breach occurs, we must notify you as required under the Privacy Act regarding the circumstances of the breach, and must also advise the Office of the Australian Information Commissioner.

How does AA use and disclose personal and sensitive information?

Use

AA, and third parties to whom we may disclose personal information in accordance with this Privacy Policy, may use your personal information to:

1. verify your identity;
2. complete background checks;
3. research, develop, run, administer and market competitions, programs, activities and other events relating to athletics;
4. research, develop and market products, services, merchandise and special offers made available by us and third parties;
5. provide you products and services related to athletics and to AA's commercial partners;
6. respond to emergency situations involving or requiring medical treatment;
7. administer, manage and provide you with access to www.athletics.com.au;
8. administer, manage and provide you with access to Active Bands; and
9. keep you informed of news and information relating to various athletics events, activities and opportunities via various mediums.

AA may use health information to ensure that programs we operate are run safely and in accordance with any special health needs participants may require. Health information may also be kept for insurance purposes and to provide certain functions within Active Bands. In addition, we may use de-identified health information and other sensitive information to carry out research, to prepare submissions to government, provide aggregate data to sponsors, or to plan events and activities.

Disclosure

AA may disclose your personal information to a range of organisations which include, but are not limited to:

1. AA Affiliates and other organisations involved in athletics programs in Australia;
2. companies we engage to carry out functions and activities on AA's behalf, including direct marketing;
3. our professional advisers, including our accountants, auditors and lawyers;
4. our insurers;
5. relevant sporting bodies such as World Athletics (**WA**), Sport Australia, Sport Integrity Australia, Australian Olympic Committee, Australian Commonwealth Games Association, Australian Institute of Sport, various National Sport bodies, Federal and State Departments of Sport among others; and
6. in other circumstances permitted by law.

In some circumstances, personal information may also be disclosed outside of Australia - for example personal information is disclosed to WA and the Athletics Integrity Unit which are located in Monaco and to event organisers and contractors of Australian and international athletics events. In such circumstances, AA will use its best endeavours to ensure such parties are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are suitably similar to the Australian Privacy Principles.

Direct marketing

We will assume consent to use non-sensitive personal information to provide better services and for marketing purposes (including disclosure of such information to service providers).

Every person whose data is collected by AA has the option to refuse email, SMS or posted offers by making a request in writing to AA's Privacy Officer or by making use of the opt-out procedures included in any communications from us (however, information relating to the option to unsubscribe from those communications may be retained).

Other disclosures

In addition, AA may also disclose personal information:

1. with your express or implied consent;
2. when required or authorised by law;
3. to an enforcement body when reasonably necessary; or
4. to lessen or prevent a threat to an individual or public health or safety.

AA websites

When users visit AA websites, our systems may record certain information about their use of the sites, including the web pages visited and the time and date of their visit. AA uses this information to help analyse and improve the performance of the AA websites.

In addition, we may use "cookies" on the AA websites. Cookies are small text files that help a website to remember the preferences of users to improve the experience of using that website. In some cases, the cookies that we use may collect some personal information. AA will treat this information in the same way as other personal information we collect. You are free to disable cookies on your internet browser to prevent this information being collected; however, you will lose the benefit of an enhanced website experience that the use of cookies may offer.

Websites linked to the AA website are not subject to AA's privacy standards, policies or procedures. AA cannot take any responsibility for the collection, use, disclosure or security of any personal information that you provide to a third party website.

Accessing and seeking correction of information held by AA

AA will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly.

We encourage all users to regularly review and update their personal information. If you would like to access personal information that we hold about you, we require you to put your request in writing. If we do not allow you access to any part of the personal information we hold about you, we will tell you why.

We will respond to your request for access within 14 days and endeavour to provide the requested information within 30 days. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will see that it is corrected.

Resolving privacy issues and complaints

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made to the AA Privacy Officer at this address:

Privacy Officer
Athletics Australia
Level 2, 31 Aughtie Drive, Albert Park, VIC 3206
Email: privacy@athletics.org.au
Phone: 03 8646 4550

We will respond to your complaint within 30 days and try to resolve it within 90 days. If we are unable to resolve your complaint within this time, or you are unhappy with the outcome, you can contact the Office of Australian Information Commissioner on its enquiries line 1300 363 992 or website www.oaic.gov.au to lodge a complaint.

For further information on AA's management of personal information, please contact AA.

AA may amend this Privacy Policy from time to time.