



Privacy Policy

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Introduction

The Australian Dragon Boat Federation 'AusDBF' 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.

Purpose

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

Policy

AusDBF is committed to protecting the privacy of the entire range of personal information it collects, holds and administers.

AusDBF recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected by the Federation but made accessible to the individual concerned. These privacy values are reflected in and supported by our core values and philosophies and reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

AusDBF is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles as minimum standards in relation to handling personal information.

AusDBF will:

1. Collect only information which the organisation requires for its primary function;
2. Ensure that stakeholders are informed as to the purpose for which the information is collected, held and administered.;
3. Use and disclose personal information only for the Federation's primary functions or a directly related purpose, and only for any purpose with the person's consent;
4. Store personal information securely, protecting it from unauthorised access; and
5. Provide stakeholders with access to their own information, and the right to seek its correction.

Why does AusDBF collect personal information?

AusDBF collects personal information in order to properly and efficiently carry out its functions, including registration processes for events, and to provide requested products and services, as well as to facilitate the provision of marketing and promotion services that may be of interest.

AusDBF uses personal information only for the purposes for which it was provided and for directly related purposes (unless otherwise required by or authorised under law). A more specific purpose may be explained at the point personal information is collected.

If AusDBF is not provided with the information requested, it may not be able to provide AusDBF products or services.

What personal information does AusDBF collect?

"Personal information" is information or an opinion (including information forming part of a database), whether true or not, and whether recorded in material form or not, about an individual whose identity is reasonably apparent, or can be reasonably ascertained, from the information or opinion.

The information collected by AusDBF about a person will vary depending on the circumstances of collection. AusDBF collects and hold information from all AusDBF employees. AusDBF may also collect and hold personal information from competitors and volunteers who participate or assist at an AusDBF event including AusChamps. The information we collect may include, but is not limited to:

Competitors/volunteers:

contact details (name, email address, postal address, phone number, Next of Kin (KOK)); date of birth; gender; and specific relevant qualifications (i.e. Coach, Sweep, Race Official, First Aid, WWCC).

AusDBF Employees:

All the above plus employment history, qualifications, previous communications and/or event history with AusDBF.

Why does AusDBF collect sensitive information?

The Privacy Act places restrictions on collecting sensitive personal information about persons. AusDBF may collect sensitive information:

- when providing specific sport services to persons (for example to a paddler), or
- assessing eligibility for inclusion in a sports team, or
- assessing eligibility for employment, or
for the purpose of meeting legal obligations (ie: to do with a criminal or insurance proceeding).

What sensitive information does AusDBF collect?

Only with the prior consent of the individual, and if it is reasonably necessary in the circumstances, AusDBF may also collect sensitive information including medical health information and history, nationality, criminal record details, allergies or , religious beliefs or affiliations, sexual preferences, or disability backgrounds) in accordance with this Privacy Policy.

Sensitive information is afforded a higher level of privacy protection than other personal information so that where personal information is protected through security training measures and controlling access to approved users; sensitive information is protected via a more rigorous training program which includes password protected data encryption, and access approval is given on an individual and 'needs only' basis. When you provide sensitive information to AusDBF, and unless you indicate otherwise, you are also providing consent to AusDBF to collect it in accordance with this Privacy Policy.

Information about junior members

Parental consent is required when seeking or providing any personal and/or sensitive information about junior members of the Australian Dragon Boat Federation.

How does AusDBF collect and hold personal information?

Information may be collected when you:

- register for an event or activity organised or authorised by AusDBF or other body which is a member (all categories: including Life, Affiliate or Organisation) or sponsor of AusDBF;
- subscribe to any publication of AusDBF or a Member (as above) including electronic publications;
- provide details to AusDBF or a Member (as above) in an application, registration, consent form, survey, feedback form or incident report;
- enter personal information into, or agree to having your personal information entered AusDBF National Digital Platform,
- access the AusDBF website or a website of a Member (as above);
- contact AusDBF via email, telephone or mail or engage with AusDBF via social media;
- participate in any program, activity, competition or event run by AusDBF or a Member (as above);
- purchase tickets to an event from AusDBF or an authorised agent;
- purchase merchandise, products or services from AusDBF or an authorised agent or licensee;
- are elected or appointed to the Board or a committee of AusDBF; or
- apply for employment or a volunteer position with AusDBF or a Member (as above).

Personal information may also be collected where AusDBF is required to do so by law (for education, child protection, work health and safety laws, medical treatment or other legislation in Australia)

Providing information

Failure to provide some or all the information requested from you may affect AusDBF's ability to communicate with you or to provide the requested products or services.

By not providing requested information, you may also jeopardise your ability to participate in events, programs or competitions or apply for employment or volunteer positions with AusDBF or a Member (as above). AusDBF reserves the right to deal with you if it becomes impracticable to do so as a result of you failing to provide the requested information or consent.

Collection from third parties

AusDBF or a Member (as above) may collect personal information regarding a child from the parent or other responsible person associated with that child.

In some circumstances, AusDBF collects information from Members (as above) or other third parties. For example: A Team Captain may enter competitor's personal information in bulk; or an agent may provide AusDBF with the personal information of a professional competitor; or a tour group organiser may provide personal information about members of a group. In such circumstances, it will be assumed that the individual or organisation providing this personal information has been given the authority to do so by the individuals concerned, unless AusDBF has been informed otherwise. AusDBF will use such information only for the purposes outlined in this Privacy Policy. If the information is not required for such purposes, it will be destroyed as soon as it is practically possible.

Information storage and protection

AusDBF stores information in different forms, including in paper and electronic. Much of the information collected from and about competitors is added to AusDBF's database. When information is entered into AusDBF's database, the information may be combined or linked with other information held about the individual. Security of personal information is important to AusDBF. AusDBF has taken steps to protect the information held from misuse, loss, unauthorised access, modification or disclosure. Some security measures AusDBF undertaken include strict confidentiality requirements from AusDBF employees, volunteers, Members (as above) and service providers; security measures for system access, and security measures for our website.

How does AusDBF use and disclose personal information?

Use

AusDBF, and third parties to whom personal information is disclosed in accordance with this Privacy Policy, may collect, hold and use personal information to:

- verify an individual's identity;
- complete potential employee background checks;
- research, develop, run, administer and market competitions, programs, activities and other events relating to running and promoting the organisation;
- research, develop and market products, services, merchandise and special offers made available by us and third parties;
- respond to emergency situations involving or requiring medical treatment;
- administer, manage and provide members with access to the AusDBF database or website;
- keep members informed of news and information relating to various events, activities and opportunities via various mediums.

AusDBF may collect health information from participants and volunteers to events with the consent of the individual (or their guardian in the case of a junior) where it is in keeping with the criteria listed at the clause entitled "Why does AusDBF collect personal information?" above. If health information is disclosed to AusDBF in the course of running an event, AusDBF shall keep that information in accordance with this policy and may disclose it as required or authorised by law. In addition, we may use other de-identified personal information to carry out research, to prepare submissions to government, or to plan events and activities.

AusDBF may use health information to ensure that programs we operate are run safely and in accordance with any special health needs participants may require

Disclosure

AusDBF may disclose an individual's personal information to a range of organisations which include, but are not limited to:

- Members (as above) and other organisations involved in dragon boat racing programs in Australia;
- companies engaged to carry out functions and activities on AusDBF's behalf, including direct marketing;
- professional advisers, including accountants, auditors and lawyers;
- insurers;
- relevant sporting bodies which could include: Sport Australia, Australian Sports Anti-Doping Authority, the Australian Olympic Committee, the Australian Paralympic Committee, the Australian Commonwealth Games Association, Australian Institute of Sport, Australian Sports Anti-Doping Authority, various National Sporting bodies, and Federal and State Departments of sport amongst others; and in other circumstances permitted by law.
- International Dragon Boat organisations (IDBF etc) who may need specific data if a member is competing overseas.

In some circumstances personal information may also be disclosed outside Australia. In such circumstances, AusDBF will endeavour to ensure such parties are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that is at least as stringent as the Australian Privacy Principles.

Direct marketing

AusDBF will only use non-personal information to provide better services and for marketing purposes (including disclosure of such information to service providers).

Individuals who do not wish to receive e-mail, SMS or posted offers from AusDBF can update their notification preferences in the AusDBF membership platform – revolutioniseSPORT.

Other disclosures

In addition, AusDBF may also disclose personal information:

- with the individual's express or implied consent;
- when required or authorised by law;
- to an enforcement body when reasonably necessary; or
- to lessen or prevent a threat to an individual or public health or safety.

AusDBF website

When visiting the AusDBF website, the AusDBF systems may record certain information about the use of the site, including the web pages visited and the time and date of the visit. AusDBF uses this information to help analyse and improve the performance of the AusDBF website.

In addition, AusDBF may use "cookies" on the AusDBF website. Cookies are small text files that assist our website retain user preferences to improve the experience of using our website. In some cases, the cookies that we use may collect some personal information. AusDBF will treat this information in the same way as other personal information we collect. An individual can disable cookies on the internet browser to prevent this information being collected; however, the benefit of the enhanced website experience that the use of cookies may offer will be lost.

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

Accessing and seeking correction of information held by AusDBF

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

Individuals are encouraged to regularly review and update their personal information which for members is held in the Revolutionise membership platform that is used by AusDBF and is accessible by all members with a unique login. If an individual wants to access to their personal information held about them, they can login and update that data or make a request via the contact details set out below. If a member is part of an Auroras representative team, then certain details may be collected by the team manager and coach to help manage the team. These details will be held in the Microsoft Teams Sharepoint folders with access limited to the managers of that team.

Resolving privacy issues and complaints

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

Privacy Officer AusDBF Email: info@ausdbf.com.au

AusDBF will respond to all complaints within a reasonable period. If AusDBF is unable to resolve a complaint or an individual is unhappy with the outcome, the Office of Australian Information Commissioner should be contacted via its enquiries line 1300 363 992 or website <http://www.oaic.gov.au/> to lodge a complaint.

For further information on AusDBF's management of personal information, please contact AusDBF. AusDBF may amend this Privacy Policy from time to time.