

POLICY

Privacy

POLICY No: 3009

EFFECTIVE: 1 July 2006 (updated 4 May 2015)



THE POLICY

1. Background

This Policy is made with regard to the *Privacy Act 1988* (Cth).

This Policy and any accompanying procedures may be amended from time to time by the resolution of Swimming SA's (SSA) Board of Directors. The current version is available from the Privacy Officer or on the SSA website at www.sa.swimming.org.au

2. Purpose of this Policy

SSA routinely collects personal information about Relevant Persons and those persons who use, access, provide or participate in its services, events and activities (including parents, spectators and volunteers).

SSA considers that protecting your personal information is important and SSA takes your right to privacy seriously.

3. Who this Policy applies to?

This Policy applies to all Relevant Persons as per the definition in section 16 and those other persons who use, access, provide or participate in SSA's services, events and activities.

4. Anonymity

You may ask to not identify yourself or not use or disclose, or not let SSA use or disclose, your personal information. However, doing so may limit the services SSA can reasonably provide to you. For example, SSA cannot practically provide membership services to a person who wishes to be a member of SSA but who is not prepared to provide his or her personal information.

5. Collection

SSA collects personal information about you only in order to provide its services to you. SSA may collect personal information such as your name, date of birth, contact details, bank account details, size, availability, your photograph, your signature, your training location and your passport details. The full details of the personal information SSA collects can be found in the questions that SSA asks and in the forms you have completed during your involvement with SSA.

6. Collection from third parties

In some situations SSA may need to collect personal information about you from a third party such as the relevant local club, coach or your swimming manager. If SSA needs to collect personal information about you from any other third party not mentioned in this Policy SSA will first endeavour to obtain your consent. If that is not possible we will only obtain it from a third party if that is necessary for us to do our job or comply with laws or regulations. In any event, SSA will inform you and will use such personal information only in accordance with this Policy. Where SSA receives personal information about you which was not solicited, then that information will be dealt with in accordance with this Policy and the Australian Privacy Principles.

POLICY

Privacy

POLICY No: 3009

EFFECTIVE: 1 July 2006 (updated 4 May 2015)



7. Storage

Subject to the use and disclosure provisions in this Policy, all of the personal information held by SSA about you is held on a password protected database or in secure files at the offices of SSA. Only SSA staff may access your personal information and even then only for one of the purposes in this Policy. Once SSA no longer has a need for your personal information we will either destroy or de-identify it.

8. Purpose and Use

SSA may use your personal information in order to manage and administer the services it provides to you including to process your application for membership forms, your participation forms, to provide you with sponsorship and participation opportunities, to provide you with tickets and other information regarding SSA services and the sport of swimming, for coach accreditation, to allow participants to receive prize money, to maintain public and private records of you and your swimming performances and to ensure that SSA's internal business operations are running smoothly including any reporting or legal requirements it may be required to fulfil.

SSA may use your personal information in order to promote its services and activities in Australia and overseas. By doing this, SSA is able to raise its profile and the profile of Australian swimming to increase participation in, and funding for, the sport to the mutual benefit of SSA and its Members. SSA may also make ancillary use of your personal information for purposes other than those described above where you would reasonably expect SSA to use or disclose the information.

9. Disclosure to third parties

From time to time, SSA may disclose your personal information to certain third parties. If SSA does this it requires the recipients to protect your personal information in the same way and to the same high standards that SSA does. The types of organisations to which SSA may disclose your personal information include:

- external service providers that provide SSA with financial, legal, administrative, information technology, banking, travel, uniform manufacturing, publications and other services;
- sponsorship companies, advertising agencies, marketing and/or sales agencies;
- selectors, swimming organisations and committees including Swimming Australia, the Australian Olympic Committee, the Australian Commonwealth Games Association, the Australian Paralympic Committee and FINA;
- SSA Members (including but not limited to; the Australian Swimming Coaches and Teachers Association SA, the Australian Swimmers Association and local swimming clubs) and other organisations with which SSA is associated including the Australian Sports Commission, South Australian Office of Recreation and Sport, South Australian Institute of Sport and the Australian Institute of Sport;
- disciplinary committees and investigative bodies;
- government agencies (as part of our regulatory or statutory obligations); and
- your coach, your agent or manager or other form of representative.

SSA may also disclose your personal information in accordance with its Constitution or By-Laws.

In certain situations, SSA may release your information to organisations based overseas. SSA will take such steps as are reasonable to ensure that the overseas organisation will abide by the Australian Privacy Principles when dealing with your personal information.

POLICY

Privacy

POLICY No: 3009

EFFECTIVE: 1 July 2006 (updated 4 May 2015)



Where SSA has collected your personal information, SSA (or its contractors or agents) may use or disclose that information for the purposes of direct marketing, unless you have expressly requested otherwise. If you do not wish to receive direct marketing communication from SSA, please contact the Privacy Officer using the contact details in Section 14.

10. Public and media disclosure

SSA may also disclose your personal information including your name, age, gender, city of residence, local swimming club, personal profile, photographs of you and your results to the media and through our physical and digital applications and publications (including our website, social media, emails and newsletters) that are available for public viewing.

SSA may similarly display on its websites your unique membership identifier, which may or not contain personal information including without limitation your name, in connection with your personal profile displayed on our website and social media. SSA's Website Privacy Policy is at Attachment A and displayed on SSA's website.

11. Sensitive Information

SSA may also need to collect a swimmer's sensitive information including medication being taken, diagnoses of specific conditions and results from any drug testing undertaken at the direction of SSA.

SSA stores such sensitive information in secured files at the SSA offices and at the South Australian Institute of Sport for offsite storage purposes. SSA may disclose a swimmer's sensitive information to Australian Sports Anti-Doping Authority, SAL, FINA, medical boards, the Doping Control Panel, the swimmer's Team Manager, the Swimmer's coach and a SSA appointed Medical Practitioner from time to time.

12. Consent to collection of Sensitive Information

By signing the SSA Squad, Team or other type of acceptance form you confirm that you have read and understood this Policy and you consent to the collection, use, disclosure and storage of your sensitive information in accordance with this Policy.

13. Prohibited Persons/Police Check

SSA may arrange for a prohibited persons and/or police check to be undertaken on your behalf and will collect the results of such a check. The costs associated with such a check will be borne by the individual concerned. The results from this check may be disclosed to SAL and state swimming associations for their records.

POLICY

Privacy

POLICY No: 3009

EFFECTIVE: 1 July 2006 (updated 4 May 2015)



14. Access

You can request access to the personal information that SSA holds about you and you may ask SSA at any time to correct it where you believe it is incorrect or out of date. There will be no fee for accessing your personal information. To access personal information that SSA holds about you, or to obtain more information about your rights or SSA's

Privacy Policy, please contact the Privacy Officer at:

Swimming SA Incorporated

SA Aquatic & Leisure Centre

443 Morphett Road

Oaklands Park, SA 5046

Ph: (08) 7123 0848

Email: admin@sa.swimming.org.au

15. Complaints

If you believe that your privacy rights have been breached by SSA, you may lodge a complaint with SSA directly by contacting the Privacy Officer. The Privacy Officer will then review your complaint, decide what (if any) corrective action is required and then reply to you within 14 days. If we are unable to resolve your complaint or you are unhappy with the outcome, you can contact the Office of Australian Information Commissioner via its enquiries line 1300 363 992 or website <http://www.oaic.gov.au/> to lodge a complaint.

16. Definitions

In this Policy the following words have the following meaning:

"Attachment" means an attachment to this Policy;

"Contracts or Agreements" means any written agreement between one or more parties that outlines the parties obligations to one another;

"Employees" means employees, independent contractors, agents and consultants of SSA;

"Privacy Officer" means the SSA employee who is responsible for overseeing Privacy for SSA. At present this is SSA's General Manager

"Members" means any member of SSA as defined in SSA's Constitution.

"Policy" means this Privacy Policy and any Attachments;

"Relevant Person" refers to directors and officers of SSA and directors and officers of SSA's Affiliates and Members, swimmers, coaches, event officials, Members, Employees, volunteers, support services personnel, spectators, parents and any other person who agrees to be or is otherwise bound by this Policy.

"SSA" means Swimming SA Incorporated.

Current Privacy Statement

This Privacy Statement may be amended from time to time if there are changes in the law or to best privacy protection practices. The current version is available from the Privacy Officer.

POLICY

Privacy

POLICY No: 3009

EFFECTIVE: 1 July 2006 (updated 4 May 2015)



Central Measurement

To ensure people have adequate information a link will be made available on the Swimming SA website and regularly updated for association representatives.

Attachment A Website Privacy Policy

SSA, through its website hosts, records visits to this website and logs the following information for statistical purposes: the user's server or proxy address, the date/time/length of the visit and the files requested. The information is used to analyse our server traffic. No attempt will be made to identify users or their browsing activities except where authorised by law. For example in the event of an investigation, a law enforcement agency may exercise their legal authority to inspect the internet service provider's logs.

If you send us an email message we will record your contact details and this information will only be used for the purpose for which you have provided it. We will not use your email for any other purpose and will not disclose it without your consent. When users choose to join a mailing list their details are added to that specific mailing list and used for the stated purpose of that list only.

In addition we may use "cookies" on the SSA 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. SSA 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 the enhanced website experience that the use of cookies may offer.

You need to be aware of inherent risks associated with the transmission of information via the Internet. If you have concerns in this regard, SSA has other ways of obtaining and providing information. Normal mail, telephone and fax facilities are available.

SSA is not responsible for the privacy practices or the content of the linked web sites and the other pages hosted by SSA on behalf of non- SSA agencies and organisations.

Website Conditions of Use

Use of the websites of SSA is subject to SSA's Privacy Policy, SSA's Website Privacy Policy and these conditions of use.

The material on this website is made available on the understanding that users exercise their own skill and care with respect to its use. Before relying on the material in any important manner, users should carefully evaluate the accuracy, completeness and relevance of the information, and should obtain appropriate professional advice relevant to their particular circumstances.

The material on this site includes views and recommendations of individuals, which do not necessarily reflect the positions of SSA, its programs, or the SSA Board.

POLICY

Privacy

POLICY No: 3009

EFFECTIVE: 1 July 2006 (updated 4 May 2015)



Links to external web sites are inserted for convenience and do not constitute endorsement of material at those sites, or any associated organisation, product or service.

The material on this website is the intellectual property of SSA and is copyright protected under the laws of Australia and by International treaty. No part of the content may be reproduced, re-used or redistributed for any purpose whatsoever, without the express prior written permission of SSA. The information published on this website is intended to be used for personal use only and may not be used for commercial or other non-personal purposes without the prior written consent of SSA. SSA may impose conditions and charge a fee for the use of any content used for commercial purposes. The intellectual property rights in some material on this website may belong to third parties and their permission may be required to use the material.