

# **3D Archery Association of Australia**



## **PRIVACY POLICY**

Effective from 1/7/2017

## PREFACE

It gives me great pleasure to introduce you to 3D Archery Association of Australia Privacy Policy.

The 3D Archery Association of Australia Inc is fast becoming one of the country's most professional Archery sporting organisations. This is an exciting and challenging time for the organisation as we position ourselves towards delivering professional policies and improved services that offer the athlete more opportunities within 3D Archery.

The Privacy Policy is another of 3DAAA's policies developed to protect the organisation and the member while enhancing the Association's ability to manage development into the future. I am confident that with further policy developments and relationships with other stakeholders, that 3DAAA will continue to develop strong sporting culture aimed at 3D Archery.

Yours in Archery

Mike Elvin

President

3D Archery Association of Australia Inc.

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## 1. Authority

This Policy is issued by the President under Rule 2.1.(s) of the Association's Constitution.

## 2. Sunset clause

Unless reviewed or revoked, this Policy will remain effective until 30 December 2020

## 3. Information and Purpose

The Privacy Act which came into effect on October 25, 2016 protects personal privacy by establishing rules for collecting, using and archiving information. People will now be able to access information that companies and organisations hold on them and correct it if it is wrong. Individuals who feel their privacy has been invaded can lodge a complaint and expect action to be taken to resolve the situation. The law also provides the potential for financial compensation if they believe they suffer loss from the incorrect use of the information.

The legislation does not try to prevent the collecting of information, it is merely aims to make organisations more transparent about why they are collecting information and what they are doing with it. Employee records are exempt from the provisions of the Act. This exemption however does not apply to contractors, workers on secondment, and employees from a related company whose records are kept on the premises, or to prospective employees.

The purpose of this policy is to provide guidance as to how the Association manages the individual member's personal information.

## 4. Privacy Statement

3D Archery Association of Australia Incorporated (3DAAA) routinely collects personal information about its members. This Privacy Statement is intended to inform the community, including in particular those whose personal information we hold, of our approach to collecting, using and protecting your personal information. The Association considers that protecting your personal information is important and the Association takes your right to privacy seriously.

## 5. Collection

The Association collects personal information about you only in order to provide its services to you. The Association currently collects personal information such as your name, address, date of birth, contact details, email address and credit card details, however in the future it may collect additional information depending upon the service it wishes to undertake.

The full details of the personal information the Association collects can be found in the questions that the Association asks from time to time and in the forms you have completed during your involvement with the Association and into the future. Membership of the Association is on the basis of providing the information required. Failure to provide the information may lead to the rejection of an application or the termination of an existing membership.

## **6. Collection from third parties**

In some situations the Association may need to collect personal information about you from a third party. Under this Policy, an Affiliated Club's information is considered to be Association information. If the Association needs to collect personal information about you from any other third party, the Association 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, the Association will inform you of its collection and will use it only in accordance with our Privacy Statement.

## **7. Storage**

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

## **8. Use**

The Association may use your personal information in order to manage and administer the services it provides to you including to process your membership forms, to provide you with sponsorship and participation opportunities, for Association accreditation, to allow participants to receive prize money and to ensure that the Association's internal business operations are running smoothly including any reporting or legal requirements it may be required to fulfil.

## **9. Disclosure to third parties**

From time to time, the Association may disclose your personal information to certain third parties. If it does this it requires the recipients to protect your personal information in the same way and to the same high standards that the Association does.

The types of organisations to which it may disclose your personal information include external service providers that provide financial, legal, administrative, information technology, banking, travel, uniform manufacturing, publications and other services. Other organisations include the Australian Sports Commission and the Australian Institute of Sport, disciplinary committees and investigative bodies and government agencies (as part of our regulatory or statutory obligations).

Advertising agencies, marketing and/or sales agencies are specifically prohibited from receiving individual membership information under this Policy.

## **10. Personal Profile and Results**

The Association may disclose your personal information including your personal profile, photographs of you and your results to the media, in our newsletter and on our Internet site for public viewing specifically for the promotion of the Association.

## 11. Sensitive Information

The Association may also need to collect a competitor's sensitive information including medication being taken, diagnoses of specific conditions and results from any drug testing undertaken at the direction of the Association. It stores such sensitive information in secured files at the Association offices. It may disclose a competitor's sensitive information to Australian Sports Drug Agency the Doping Control Panel, the competitors Team Manager and an Association appointed Medical Practitioner from time to time. Consent to collection of Sensitive Information by signing an Association Team or other type of acceptance form you confirm that you have read and understood this Privacy Statement and you consent to the collection, use, disclosure and storage of your sensitive information in accordance with this Privacy Statement.

## 12. Prohibited Persons/Police Check

The Association may arrange for prohibited persons and/or police check to be undertaken on your behalf and will collect the results of such a check. The results from this check may be disclosed to the member's affiliated club for their records.

### Child protection policy

## 13. Access

You can request access to the personal information that the Association holds about you and you may ask it at any time to correct the information 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 the Association holds about you, or to obtain more information about your rights or the Association's Privacy Statement, please contact the 3DAAA membership secretary.

## 14. Website Privacy Statement

3D Archery Association of Australia Inc (3DAAA), through its website host, 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 keeping 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. This is a cookie-free site. You need to be aware of inherent risks associated with the transmission of information via the Internet. If you have concerns in this regard, the Association has other ways of obtaining and providing information. Normal mail, telephone and fax facilities are available. The Association is not responsible for the privacy practices or the content of the linked web sites and the other pages hosted by the Association on behalf of non-3DAAA agencies and organisations.

## 15. Website Disclaimer

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 matter, 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 the 3D Archery Association of Australia Inc (3DAAA), its programs, or the 3DAAA Committee. 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.

## 16. Responsibilities under this Policy

3DAAA and the affiliated clubs must take reasonable steps to ensure that the implementation, compliance and enforcement of this policy is effected.

### **The National Management Committee must:**

- Adopt and comply with this Policy.
- Recognise and enforce any penalty imposed under this Policy.
- Publish, distribute and promote this Policy (and any amendments made to it from time to time) to the members in a practical manner and make a copy of this Policy publicly available.
- Use any forms, contracts or clauses prescribed or required by the Policy, in order to give effect to this Policy in such documents as contracts, entry forms and player registration forms.

### **Affiliated Club Management Committees must, as a condition of their Affiliation:**

- Adopt and comply with this Policy.
- Promote this Policy (and any amendments made to it from time to time) to their members in any manner required by 3DAAA.
- Use any forms, contracts or clauses prescribed or required by the Policy, in order to give effect to this Policy in such documents as contracts, entry forms and player registration forms, or as directed by 3DAAA.
- Report to the National Management Committee, any breaches of the Policy.