

# **Queensland Masters Athletics Association Inc**

## **Privacy Policy – Procedures and Detail**

### **Policy statement**

Queensland Masters Athletics Association (QMA) respects the confidentiality and security of your personal information and is committed to protecting it at all times. This commitment is documented in the QMA Privacy Policy. The purpose of this document is to provide more detail with respect to information collected, the legitimate uses to which it may be put, the steps that a person may take if they believe their privacy has been breached and the action that QMA will take in response.

In accordance with the requirements of the National Privacy Policy contained in The Privacy Act (1988), as amended, and the respective regulations (collectively known as the “Privacy Legislation”), QMA will not interfere with an individual’s privacy rights in the way it collects, uses or disseminates personal information. QMA only collects such personal information as is necessary to promote your participation in athletic events and to communicate with you.

In general, there are three categories of persons whom QMA recognizes will be affected by this Privacy Statement. These are:

1. Those athletes and athlete officials who are registered as a member of QMA.
2. Any person who participates in an athletic or related event organized or conducted under the control, auspices or patronage of QMA.
3. Members of the Management Committee of QMA.

### **POLICY SUPPORT**

The Privacy Act 1988 protects the handling of personal information and QMA is bound to comply with the National Privacy Principles (NPPs) as summarized below. From 21 December 2002 new requirements under the Act require all “dealers in personal information” to have a Privacy Policy.

QMA is a ‘dealer in personal information’ because it discloses personal information about its members to Australian Masters Athletics, organizers of World Masters Athletics championships and other regional athletics competition, and receives services from them in return.

#### **Information held includes:**

- contact personal information details
- health information where relevant
- financial information (membership fees)

#### **The main purposes for which this information is used are:**

- organizing competition, including age graded competition
- in case of emergencies during competition
- sending club information to members
- sending information to members about pending local, state, national and international competitions
- membership statistics
- potential advice to insurers

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**Date: 9<sup>th</sup> January 2007**

**President: Original signed Stan Perkins**

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This information will not be disclosed to a third party unless athletics related, eg printing of programs and results. The information will be kept secure, accurate and up to date, and protected from misuse, loss and unauthorised disclosure.

### THE NATIONAL PRIVACY PRINCIPLES

1. **Collection of information:** Ensure that the collection of personal information is necessary, that you use lawful and fair means and that it is collected directly from the individual.
2. **Use and disclosure:** Use and disclose personal information only for the purpose that it was collected for, or for a related (or directly related if the information is sensitive) secondary purpose. Exceptions cover specified direct marketing, law enforcement and public safety purposes. Obtain consents for the uses or disclosures of personal information for other unrelated purposes.
3. **Accuracy:** Ensure that the personal information you collect, use or disclose is accurate, complete and up-to date.
4. **Security:** Ensure that all personal information stored is safe from misuse, unauthorized access or disclosure. Where reasonable, destroy or permanently de-identify personal information if it is no longer needed.
5. **Privacy Policy:** Have a freely available policy summarising your personal information handling practices. Be able to provide more detailed information about those practices upon request.
6. **Access and correction:** Provide individuals with access to the personal information that you hold about them upon request. Give them a reasonable opportunity to correct that information.
7. **Identifiers:** Do not use or adopt identifiers assigned by Commonwealth government agencies to individuals, eg Medicare numbers.
8. **Anonymity:** Allow individuals the right to remain anonymous when it is lawful and practicable to do so.
9. **Overseas Transfer:** Ensure that personal information is transferred overseas only to a country with an equivalent privacy regime, or with the individual's consent, or if the transfer benefits the individual.
10. **Sensitive information:** Do not collect sensitive information without a person's consent (some exceptions apply) eg information about an individual's health, racial origin, political opinions or affiliations, religious or philosophical beliefs, professional/trade union membership, sexual preferences or criminal record.

**Collection of Information:** In relation to the three classes of persons set out above, the types of information that will normally be collected and disseminated are as follows:

**A. Persons registered with a member of QMA:** QMA will store on its database, the name, date of birth, address, contact details of persons registered as a member of QMA. Unless QMA 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

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interest and affairs of QMA. See Use of personal information for QMA business activities below.

**B. Participants in QMA organized sporting or related events:** QMA will collect such details as the name, address and contact details of participants in all sporting or related events organised or conducted under the control, auspices or patronage of QMA. In this instance, the information may be collected by an event organiser on behalf of QMA.

**C. Management Committee:** QMA will collect details such as name, address and contact details of individual committee members for use as required in QMA publications. Except with the consent of the board member concerned, QMA will only disclose such information to regulatory bodies such as the Australian Securities and Investment Commission, fellow Management Committee members or to such persons as is deemed necessary for the proper conduct of the business of QMA.

### **Use of personal information for QMA business activities**

QMA intends to use the information collected in any of the above categories for the development of the sport of master's athletics, to keep persons informed about the sport, its activities and related products. Where possible, QMA will only disclose such information where it has obtained the written consent of the individual concerned. QMA will only send you mail or emails if you have elected to receive them or if they are in response to mail or email QMA receives from you. At any time you may notify QMA or its member clubs should your contact details change or if you do not wish to receive any other communications from QMA.

### **Disclosure without prior authorisation**

In certain circumstances QMA may be authorized by law to disclose your personal information even where such written consent has not been provided:

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

### **Privacy complaints**

Requests for access to personal information and complaints about possible breaches of privacy can be made to the QMA Secretary at the latest address advised in the Newsletter or on the website or by email at the official QMA address [secretary@mastersathletics.com.au](mailto:secretary@mastersathletics.com.au)

The Secretary will table the complaint at the next QMA committee meeting in writing to enable the committee to assess the merits of the allegation and decide the appropriate course of action. The decision made will be advised to the person making the original complaint.

Nothing in this Policy prevents the complainant taking action under State or Federal legislation.

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