

AUSTRALIAN SAILING LIMITED

POLICY

TITLE:	Privacy Policy
APPROVAL:	Australian Sailing Board of Directors

Australian Sailing Privacy Policy

Australian Sailing recognises that privacy is important and that individuals have a right to control their personal information. Australian Sailing acknowledges that providing personal information is an act of trust and Australian Sailing takes this seriously.

Unless an individual gives Australian Sailing consent to act otherwise, the following Privacy Policy governs how Australian Sailing collects, uses, discloses, stores, and enables access and correction of personal information of individuals. By providing your personal information either directly to Australian Sailing or to an affiliated organisation of Australian Sailing, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

Australian Sailing is committed to protecting personal information and complying with the Australian Privacy Principles set out in the *Privacy Act (Cth)* 1988.

What kind of personal and sensitive information does Australian Sailing collect and hold

Personal Information

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

Sensitive Information

“Sensitive information” is a type of personal and includes information about an individual’s:

- Racial or ethnic origin;
- Political opinions;
- Membership of a political association;
- Religious beliefs or affiliations;
- Philosophical beliefs;
- Membership of a professional or trade association;
- Membership of a trade union;
- Sexual preferences or practices;
- Criminal record; or
- Health information.

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Information will be collected as reasonably necessary for Australian Sailing's functions and activities. Such information will vary depending on the circumstances in and purposes for which the information was collected. It may include, but is not limited to, the following:

- Contact details (name, email, postal address, phone number);
- Date of birth;
- Gender;
- Credit card details;
- Driver's licence number;
- Insurance details;
- Employment history;
- Qualifications and accreditation;
- Communication history with Australian Sailing;
- Next of Kin;
- Racial or ethnic origin;
- Criminal record;
- Health information.

How does Australian Sailing collect and hold personal information

Information may be collected when you:

1. Become a member of a sailing club, enroll as a student at an accredited Training Centre, or join any other body which is a member of or affiliated with Australian Sailing;
2. Subscribe to any publication of Australian Sailing or an Australian Sailing affiliate, including electronic publications;
3. Are selected or nominated for representation in an Australian or other representative Sailing team;
4. Provide details to Australian Sailing or an Australian Sailing affiliated organisation in an application, consent form, entry form, survey, feedback form or incident report;
5. Enter personal information into, or agree to having your personal information entered into, one of Australian Sailing's online systems or databases or by completing a form at an Australian Sailing activation site;
6. Access the Australian Sailing website or a website of an Australian Sailing affiliate;
7. Contact Australian Sailing via email, telephone, fax or mail or engage with Australian Sailing social media;
8. Participate in any program, activity, competition or event run by Australian Sailing or an Australian Sailing affiliate;
9. Purchase tickets to a Sailing or sporting event from Australian Sailing or an authorised agent;
10. Purchase merchandise, products or services from Australian Sailing or an authorised agent or licensee;
11. Are elected or appointed to the Board or a committee of Australian Sailing, an Australian Sailing affiliate, clubs and classes; or
12. Apply for employment or volunteer position with Australian Sailing or an Australian Sailing affiliate.

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Personal information may also be collected where Australian Sailing 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).

By not providing requested information and asking to not be identified, you may jeopardise your ability to participate in programs or competitions or apply for employment or volunteer positions with Australian Sailing or an Australian Sailing affiliate. If it is impracticable for Australian Sailing to deal with you as a result of you not providing the requested information or consent, Australian Sailing may refuse to do so.

Collection from related parties

Australian Sailing may, in some situations, collect personal information about you from a related party such as the relevant Australian Sailing affiliate or your local Sailing Club.

Collection from third parties

In some circumstances, Australian Sailing collects information from other third parties that Australian Sailing has a direct relationship with including, but not limited to, the Australian Sports Commission, Australian Olympic Committee, Australian Sports Anti-Doping Agency, Australian Institute of Sport, State and Territory Institutes and Academies of Sport, Australian Commonwealth Games Association, non-affiliated Sailing Organisations or Government and Law enforcement bodies as required by law.

Information protection

Most of the information collected by Australian Sailing from individuals is added to the Australian Sailing National Database. When your information is entered into the database, the information may be combined or linked with other information that is already held about you. The Australian Sailing National Database is provided to Australian Sailing, Australian Sailing affiliates and clubs.

Australian Sailing takes reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure. Some security measures include strict confidentiality requirements of our employees, volunteers, Australian Sailing affiliates, clubs and service providers, internal policies around the use of personal information, security measures for system access, security measures for protection of the database and security measures for our website.

The purposes for which Australian Sailing collects, holds, uses and discloses personal information

Use

Australian Sailing collects personal information in order to carry out its functions, including to provide products and services and enable participation in activities and events of Australian Sailing, its affiliates and clubs.

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Australian Sailing, and third parties to whom we may disclose personal information in accordance with this Privacy Policy, may collect, hold and use your personal information for the purposes listed below:

- To verify your identity;
- Complete background checks;
- Research, develop, run, administer and market competitions, programs, activities and other events relating to Sailing or other sports;
- Research, develop and market products, services, merchandise and special offers made available by us and third parties including but not limited to our member associations and clubs, other sailing associations or our licensees, suppliers and sponsors;
- Respond to emergency situations involving or requiring medical treatment;
- Administer, manage and provide you with access to the Australian Sailing website and our National Database; and
- Keep you informed of news and information relating to various Australian Sailing or Sailing events, activities and opportunities via various mediums.
- To plan programs operated by Australian Sailing in accordance with special health needs of participants;
- Insurance purposes;
- To carry out research to prepare submissions to Government or to plan events and activities; and
- In case of an accident occurring during a program or event, to provide assistance.

Direct Marketing

Australian Sailing may also use your personal information (other than sensitive information) for promotional and marketing purposes in relation to products, services, activities and events of Australian Sailing, Australian Sailing affiliates, Sailing clubs and its sponsors or service providers. This may include sending you marketing or promotional materials via email, SMS or post.

If you do not wish for your personal information to be used for direct marketing, you may unsubscribe or opt-out from our direct marketing communications via an unsubscribe button or feature available on our emails or through your account on the Australian Sailing website. If you are having issues with unsubscribing, you can also contact the Australian Sailing Privacy Officer via the contact details set out in this policy.

Australian Sailing Website

When you visit Australian Sailing websites, certain information about your use of the site may be recorded by our systems. This may include the web pages visited and the time and date of their visit. Australian Sailing uses this information to help analyse and improve the performance of the Australian Sailing websites.

We may also use "cookies" on Australian Sailing websites. Cookies are small text files that assist our website retain user preferences to improve the experience of visiting and using our website. In some cases, the cookies that we use may collect some personal information. You are free to

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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.

Websites that are linked to the Australian Sailing website and/or all other websites that are owned and operated by (or operated by on behalf of) Australia Sailing are not subject to Australian Sailings privacy standards, policies or procedures. Australian Sailing does not take any responsibility for the collection, use disclosure or security of any personal information that you provide to a third party website.

Disclosure of personal information

Australian Sailing may disclose your personal information to a range of national and overseas organisations which include, but are not limited to:

- Australian Sailing affiliates and other organisations involved in Sailing and sporting programs in Australia;
- Our member associations and clubs;
- Companies we engage to carry out functions and activities on Australian Sailing's behalf, including direct marketing;
- Our professional advisers, including accountants, auditors and lawyers;
- Our insurers; and
- Relevant sporting bodies such as, but not limited to, World Sailing, Australian Sports Commission, Australian Olympic Committee, Australian Sports Anti-Doping Authority, Australian Institute of Sport, State and Territory Institutes and Academies of Sport, Australian Commonwealth Games Association, various National Sporting bodies, Federal and State Departments of sport.

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

In addition to the above mentioned disclosures, Australian Sailing may also disclose personal information:

- With your express or implied consent;
- When required or authorised by law;
- To an enforcement body when reasonable necessary; or
- To lessen or prevent a threat to an individual or public health or safety.

Disclosing personal information to overseas recipients

In such circumstances where the personal information is disclosed to, hosted or stored by persons, entities or organisations overseas (other than for media purposes), Australian Sailing will take such steps as reasonable in the circumstances to ensure that those overseas recipients are subject to a law, binding scheme or contract which has the effect of protecting the information in a manner that is similar to the Australian Privacy Principles.

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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 Australian Sailing Privacy Officer using the following contact details:

- **By telephone** on (02) 8424 7400
- **Write to:**
Privacy Officer:
Australian Sailing Limited
Locked Bag 806, Milsons Point, NSW 1565
- **By email** to <http://www.sailing.org.au/contact/contact-us/>

click on the Corporate button, enter the requested information and your query and click submit

We will respond to your complaint within a reasonable period, and try to resolve your complaint for you. 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.

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