

PRIVACY POLICY

Policy Statement

The privacy provisions of the Privacy Amendment (Enhancing Privacy Protection) Act 2012, which amends the Privacy Act 1988 affecting private sector organisations including the South West Sydney Academy of Sport, protects personal privacy by establishing rules for collecting, using and archiving personal information. People are able to access personal information that 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 new law provides for financial compensation.

This legislation does not purport to prevent the collecting of personal information; it merely aims to make organisations more transparent about why they are collecting personal information and what they are doing with it, and to limit their use and disclosure of collected personal information.

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.

Application

The South West Sydney Academy of Sport routinely collects personal information about Academy athlete scholarship holders.

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 as an Academy member.

The South West Sydney Academy of Sport considers that protecting your personal information is important and the South West Sydney Academy of Sport takes your right to privacy seriously.

Collection

The South West Sydney Academy of Sport collects personal information about you as a South West Sydney Academy of Sport member only to provide its services to you. The South West Sydney Academy of Sport may collect personal information about you such as your name, your date of birth, your contact details, your bank account details, your size, your availability, your photograph, your training location and your passport details.

The full details of the types of personal information that the South West Sydney Academy of Sport collects can be found in the questions that the South West Sydney Academy of Sport asks, and in the forms, that you have completed during your involvement with the South West Sydney Academy of Sport.

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Collection from third parties

In some situations, the South West Sydney Academy of Sport may need to collect personal information about you as a South West Sydney Academy of Sport member from a third party such as your Sport association, or your local club.

If the South West Sydney Academy of Sport needs to collect personal information about you from third party not mentioned in this Policy, the South West Sydney Academy of Sport will first endeavour to obtain your consent to the same.

If that is not possible, the South West Sydney Academy of Sport will only collect the personal information about you from the third party if that is necessary for us to do our job, or to comply with laws or regulations. In any event. The South West Sydney Academy of Sport will inform you of the collected personal information and will use it the collected personal information only in accordance with this Privacy Policy.

Review

This Privacy Policy will be reviewed **bi**-annually and against related legislative changes.

PROCEDURE

Storage

Subject to the disclosure provisions in this Policy, all the personal information held by the South West Sydney Academy of Sport about you is held on a password protected database or in secure files at the offices of the South West Sydney Academy of Sport.

Only South West Sydney Academy of Sport staff may access your personal information and even then, only for one of the purposes in this Privacy Policy. Once the South West Sydney Academy of Sport no longer has a need for your personal information, it will either destroy or de-identify it.

Use

The South West Sydney Academy of Sport may use your personal information to manage and administer the services it provides to you including to process your participation forms, to provide you with sponsorship and participation opportunities, to provide you with information regarding South West Sydney Academy of Sport services and your Academy Sport, and to ensure that the South West Sydney Academy of Sport's internal business operations are running smoothly including in relation to any reporting or legal requirements it may be required to fulfil.

Disclosure to third parties

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

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- external service providers that provide the South West Sydney Academy of Sport with financial, legal, administrative, information technology, banking, travel, uniform manufacturing, publications and other services;
- sponsorship companies, advertising agencies, marketing and/or sales agencies; selectors, sporting organisations and committees.
- disciplinary committees and investigative bodies;
- government agencies (as part of our regulatory or statutory obligations);

and the South West Sydney Academy of Sport may also disclose your personal information in accordance with its Constitution or By-Laws.

Personal Profile and Results

The South West Sydney Academy of Sport may also 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.

Sensitive Information

The South West Sydney Academy of Sport may also need to collect sensitive information including medication being taken, diagnoses of specific conditions and results from any drug testing undertaken at the direction of the South West Sydney Academy of Sport.

The South West Sydney Academy of Sport stores such sensitive information in secured files at the South West Sydney Academy of Sport office.

The South West Sydney Academy of Sport may disclose a player's sensitive information to the Australian Sports Anti-Doping Authority, National and State Sporting Organisations, medical boards and South West Sydney Academy of Sport appointed Medical Practitioners, from time to time.

Consent to collection of Sensitive Information

By signing the South West Sydney Academy of Sport acceptance form, you confirm that you have read and understood this Privacy Policy and you consent to the collection, use, disclosure and storage of your sensitive information in accordance with this Privacy Policy.

Prohibited Persons/Police Check

The South West Sydney Academy of Sport 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.

Access

You can request access to the personal information that the South West Sydney Academy of Sport holds about you as a South West Sydney Academy of Sport member, and you may ask the South West Sydney Academy of Sport 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 the South West Sydney Academy of Sport holds about you, or to obtain more information about your

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rights or the South West Sydney Academy of Sport Privacy Policy, please contact the South West Sydney Academy of Sport at the following mail and email addresses.

**The Chief Executive Officer
South West Sydney Academy of Sport
P.O. Box 307 Macarthur Square, NSW Australia**

Or, email the Chief Executive Officer on: gerry.knights@swsas.org.au

5. REFERENCES

Australian Privacy Principles (APP), as defined in the Privacy Amendment (Enhancing Privacy Protection) Act 2012

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