

## PRIVACY POLICY

Version 20140716

Approved by Committee on 16 July 2014

### INTRODUCTION

The Australian Capital Territory Rowing Association Inc (Rowing ACT) is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

### PURPOSE

The purpose of this document is to provide a framework for Rowing ACT in dealing with privacy considerations in line with the National Privacy Principles (NPPs) in the Privacy Act as amended from time to time.

### POLICY

Rowing ACT collects and administers a range of personal information for the purposes of insurance, membership and regatta management, and communication and marketing. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Rowing ACT recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

Rowing ACT is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

Rowing ACT will:

- Collect only information which the organisation requires for its functions;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only:
  - for Rowing ACT functions or related purposes;
  - for another purpose with the person's consent; or
  - where disclosure is required or authorised by or under law;
- Store personal information securely, or cause it to be stored securely, and protected from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

## **AUTHORISATION**

Approved by the Committee of Australian Capital Territory Rowing Association Inc on the 16<sup>th</sup> Day of July 2014.

## PRIVACY PROCEDURES

### RESPONSIBILITIES

Rowing ACT's Committee is responsible for developing, adopting and reviewing this policy.

Rowing ACT's Executive Officer is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

### PROCESSES

#### Collection

Rowing ACT will:

- Only collect information that is necessary for the performance and functions of Rowing ACT;
- Notify stakeholders that this information is accessible to them.

#### Use and Disclosure

Rowing ACT will not use or disclose a stakeholder's personal information for a purpose other than the primary purpose of collection unless:

- The stakeholder has consented to the use or disclosure; or
- Both of the following apply;
  - The purpose is related to the primary purpose of collection or a related secondary purpose; and
  - The stakeholder would reasonably expect Rowing ACT to use or disclose the information for that specific purpose; or
- Rowing ACT reasonably believes that the use or disclosure is necessary to lessen or prevent;
  - A serious or imminent threat to a stakeholder's life, health or safety;
  - Or, a serious threat to public health or public safety; or
- Rowing ACT has reason to suspect that an unlawful activity has been, is being, or may be engaged in, and uses or discloses the personal information as a necessary part of its investigation of the matter or in reporting its concerns to relevant person or authorities; or

- The use or disclosure is required or authorised by or under law; or
- Rowing ACT reasonably believes that the use or disclosure is reasonably necessary for one or more of the purposes specified in National Privacy Principle 2.1 (e) by or on behalf of a law enforcement body. If Rowing ACT uses or discloses personal information on this basis, it must make a written note of the use or disclosure.

### **Data Quality**

Rowing ACT will:

- Take reasonable steps to ensure the information the organisation collects is accurate, complete, up to date, and relevant to the functions we perform.

### **Data Security and Retention**

Rowing ACT will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification;
- Take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information was attained.

### **Openness**

Rowing ACT will:

- Ensure stakeholders are aware of Rowing ACT's Privacy Policy and its purposes;
- Make this information freely available in relevant publications and on the organisation's website.

### **Access and Correction**

Rowing ACT will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

### **Anonymity**

Rowing ACT will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.