



PRIVACY POLICY

INTRODUCTION

The Australian Capital Territory Rowing Association Inc (Rowing ACT) is committed to protecting the privacy of personal information that the organisation collects, holds and administers. Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable.

PURPOSE

The purpose of this document is to provide a framework for Rowing ACT in dealing with privacy considerations in line with the Australian Privacy Principles (APPs) in the *Privacy Act 1988* (Cth).

POLICY

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

Rowing ACT recognises the need for 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 has adopted the following principles in relation to its collection and handling personal information.

In summary, Rowing ACT will:

- collect only information which is reasonably necessary for the performance of our functions and activities;
- ensure that stakeholders are informed as to why we collect personal information and how we administer the information gathered;
- use and disclose personal information only:
 - o for the primary purpose that it was collected for (ie to perform Rowing ACT functions or activities) or a related purpose;
 - o for another purpose with the individual's consent; or

- where use or disclosure is required or authorised by law;
- store personal information securely, or cause it to be stored securely, and protected from unauthorised access, misuse, modification or loss; and
- provide individuals with the ability to access their personal information held by Rowing ACT, and seek its correction.

More information about our processes is detailed below.

AUTHORISATION

Approved by the Board of Rowing ACT on 15 November 2017.

RESPONSIBILITIES

Rowing ACT's Board 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 which is reasonably necessary for the performance of our functions and activities; and
- notify individuals that they can request access to view and correct their personal information held by Rowing ACT.

Use and Disclosure

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

- the secondary purpose is related to the primary purpose and the individual would reasonably expect Rowing ACT to use or disclose the information for that secondary purpose;
- the individual has consented to that use or disclosure; or
- that use or disclosure is required or authorised by law, or is reasonably necessary for a law enforcement activity.

Quality

Rowing ACT will:

- take reasonable steps to ensure the personal information it collects, uses or discloses is accurate, complete, up to date, and relevant to performance of our functions and activities.

Security and Retention

Rowing ACT will:

- take reasonable steps to protect the personal information we hold against misuse, loss, unauthorised access, modification and disclosure; and
- take reasonable steps to destroy or permanently de-identify personal information that is no longer needed for any primary or secondary purpose for which it may be used or disclosed by us.

Openness

Rowing ACT will:

- make this privacy policy freely available in relevant publications and on our website.

Access and Correction

Rowing ACT will:

- provide individuals with the ability to access their personal held by Rowing ACT and to correct it if it is inaccurate, incomplete, or not up to date.

As per the APPs, under some circumstances Rowing ACT may choose not to provide an individual access to their personal information.

Anonymity

Rowing ACT will:

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

QUERIES

If you have any queries about this privacy policy, you can contact our Executive Officer at:

Email: rowingact@gmail.com

Phone: 0406 376 666