



Privacy Policy

20/09/2022

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1. WHEELCHAIR RUGBY AUSTRALIA PRIVACY POLICY

Wheelchair Rugby Australia (**WRA**) is committed to protecting the privacy of personal information and this policy outlines our ongoing obligations to you in respect of how WRA manages your Personal Information.

WRA has adopted the Australian Privacy Principles (**APPs**) contained in the *Privacy Act 1988 (Cth)* (**Privacy Act**). The APPs govern the way in which WRA collects, uses, discloses, stores, secures and disposes of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au.

2. WHAT DOES THIS POLICY COVER?

This Privacy Policy explains how WRA collect, handle, store and protect personal information when people:

- Contact or come into contact with WRA or one of our representatives;
- use WRA's websites;
- access professional services from WRA;
- work for WRA;
- provide professional services to WRA; and
- when WRA perform any other activity that form part of the operation of the business.

3. WHAT IS PERSONAL INFORMATION AND WHY DOES WRA COLLECT IT?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information WRA collects includes: names, addresses, email addresses, phone and subject interests. In the case of employees, WRA may also collect bank account details, health information, family and emergency contact details.

WRA may be required to collect and process Personal Information by law. For example, the *Income Tax Act 1997 (Cth)* requires tax records to be kept, the *Corporations Act 2001 (Cth)* s.286 requires the keeping of certain financial records and the *Fair Work Act 2009 (Cth)* requires certain documents in relation to employment to be created and retained.

Personal Information is obtained in many ways including:

- Interviews
- Correspondence
- Telephone and facsimile
- Email
- Via submission of electronic forms on our website www.wheelchairrugby.com.au
- Via responses to online surveys which WRA may conduct on its website
- Subscription to receive newsletters or other services on our website
- Enquiries regarding, registers to attend, presents at or otherwise participates in a meeting, conference or event hosted or presented by us

- Job applications, referees, education and professional associations or other sources when hiring and during work for employees

WRA does not guarantee website links or policy/s of authorised third parties.

WRA collects your Personal Information for the primary purpose of providing our services to you, conducting research, informing program development, providing information to our members and for marketing and administrative purposes. WRA may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

You may unsubscribe from WRA's mailing/marketing lists at any time by contacting us in writing or by clicking on the unsubscribe function in the communication.

When WRA collects Personal Information, WRA will, where appropriate and where possible, explain to you why WRA is collecting the information and how WRA plans to use it.

4. SENSITIVE INFORMATION

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by WRA only:

- for the primary purpose for which it was obtained;
- for a secondary purpose that is directly related to the primary purpose;
- with your consent; and/or
- where require or authorised by law

5. THIRD PARTIES

Where reasonable and practicable to do so, WRA will collect your Personal Information only for you. However, in some circumstances WRA may be provided with information by third parties. In such as case, WRA will take reasonable steps to ensure that you are made aware of the information provided by the third party.

6. DISCLOSURE OF PERSONAL INFORMATION

Your Personal Information may be disclosed in a number of circumstances including the following:

- third parties where you consent to the use or disclosure; and
- where required or authorised by law.

7. SECURITY OF PERSONAL INFORMATION

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure. Measures to protect Personal Information include:

- technological security measures, including anti-virus software; and
- administrative and technical controls to restrict access to Personal Information to only those people who need access.

When your Personal Information is no longer needed for the purpose for which it was obtained, WRA will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of seven (7) years.

8. ACCESS TO YOUR PERSONAL INFORMATION

You may access the Personal and Sensitive Information WRA holds about you and to update and/or correct it, subject to certain expectations set out in the Privacy Act. If you wish to access your Personal and Sensitive Information, please contact us in writing.

WRA will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information, WRA may require identification from you before releasing the requested information.

9. MAINTAINING THE QUALITY OF YOUR PERSONAL INFORMATION

It is important to us that your Personal Information is up to date. WRA will take reasonable steps to make sure that your Personal Information is accurate, complete and up to date. If you find that the information WRA has is not up to date or is inaccurate, please advise us as soon as practicable so WRA can update its records and ensure WRA can continue to provide quality services to you.

10. CROSS-BORDER DISCLOSURE OF PERSONAL INFORMATION

WRA seeks to limit where possible the disclosure of personal information to overseas recipients. WRA provides its services to wheelchair rugby in Australia and Australian athletes throughout the world, which at time requires personal and/or sensitive personal information to be disclosed overseas. WRA may also need to provide personal information to overseas recipients, where:

- the information relates to providing information to an international sporting organisation for the purposes of administering or assisting sport and sporting competitions;
- the information relates to an anti-doping and/or safety matter or is otherwise relevant to the functions of the applicable Anti-Doping Authorities;

- the information is provided in the management of travel or logistics for administering staff, athletes and teams; and/or
- a person has expressly consented to their personal information being supplied to overseas recipients.

WRA may contract with overseas commercial organisations to provide products or services to WRA or its clients. These agreements are entered into where:

- WRA has conducted a risk assessment;
- the organisation meets the privacy and security standards required by WRA in protecting personal information; and
- the organisation uses personal information only for the specific service WRA asks them to provide, and for no other purpose.

11. REVIEW

This Privacy Policy will be reviewed by the Board annual, or earlier as required. The next review is scheduled for September 2023.

12. PRIVACY POLICY COMPLAINTS AND ENQUIRIES

If you have any queries or complaints about our Privacy Policy please contact the Privacy Officer at:

Privacy Officer

E: info@wheelchairrugby.com.au