



# PRIVACY POLICY

JULY 2007

## **1. Policy Purpose**

The Australian Paralympic Committee understands the importance of protecting personal information in its possession. The APC is committed to ensuring that personal information provided is handled properly and with all due care.

The APC Privacy Policy summarises how personal information is managed by the APC. It complies with the National Privacy Principles and the Privacy Act 1988.

## **2. Policy Statements**

- 2.1 The policy statements are set out in Attachment One in a format to comply with legal requirements.

## **3. Conditions**

3.1

## **4. Provision**

- 4.1 The policy is set out in an approved format for publication as Attachment One.

## **5. Application**

- 5.1 This policy applies to anyone about whom the APC obtains personal information.

## **Privacy Policy**

The Australian Paralympic Committee (APC) ABN 41 810 234 213 understands the importance of protecting personal information in its possession. We are committed to ensuring that your personal information provided is handled properly and with all due care. The APC complies with the National Privacy Principles and the Privacy Act 1988. A brief summary of how your personal information will be managed is set out in this policy.

### **Personal information**

Information (including an opinion) is treated as personal information if the subject individual can be identified from that information.

### **Collection of information**

Only necessary personal information is collected. Personal information will be collected directly whenever it is reasonable and practicable to do so. At or before collection reasonable steps will be taken to ensure that awareness is made of the purpose or purposes of collection and the extent to which that information may be disclosed. Personal information does not have to be given, but if not given further assistance may not be possible. This possibility will be indicated to the client at the time.

The type of personal information the APC may collect about athletes, coaches, staff, supporters and others involved in the APC's corporate activities and programs may include:

- Name, address, date of birth, telephone numbers, passport details
- Next of kin
- Disability details, medical history
- Paralympic classification details
- Medications
- Biographical information
- Frequent flyer number and special needs when travelling

- Bank account details

### **Sensitive information**

Information that is regarded as sensitive under the Privacy Act 1998 such as racial or ethnic origin, political opinions, religious or philosophical beliefs will not be collected unless consent has been given.

### **Use and disclosure**

Personal information will be used or disclosed for the purpose it was given (primary purpose). It will be used for other purposes (secondary purpose) only if:

- Consent to the purpose is expressed or implied;
- The use/disclosure is related to the main purpose of the collection and the client would reasonably expect it to be used in such a way; or
- It is required by law or some other compulsion to disclose such information permitted in National Privacy Principle 2.

The personal information we collect from you may be used to:

- Process competition applications for state, national and international events sanctioned by the APC and/or the International Paralympic Committee (IPC).
- Provide information to the IPC, Australian Sports Commission, State Sports Institutes and Academies and NSOD's and NSO's to facilitate participation in athlete development and preparation programs.
- Provide information to the Australian Sports Drug Agency (ASDA) to facilitate participation in National and International substance testing and monitoring programs.
- Provide relevant medical history information to the official medical authorities associated with approved state, national and international sporting events.
- Supply organisations with background information for your public speaking activities.
- Pay salaries and reimburse authorised expenses (relates to bank account details)
- Supply the media with team member biographical information and place such information on the APC Web site.
- Make travel bookings.
- Enable medical staff to prepare for and perform their roles in injury prevention and treatment.
- Prepare mail-outs.

- Assist the APC to provide regulatory information for Australian Taxation and other government authorities, as required by legislation.

### **Quality and security**

Every reasonable effort will be made to ensure the security of personal information held and that the personal information collected, disclosed and used is complete and accurate. The information when no longer needed will be destroyed and de-identified.

### **Access and correction**

Access to personal information or notification of any change to the information should be made to:

Ph: 02 9704 0500

E-mail: [privacy@paralympic.org.au](mailto:privacy@paralympic.org.au)

### **Sharing information with third parties**

The APC will only give your contact details to a third party where required to by law, or where you have given your permission, either directly in writing or through an agreement. Please be assured that the APC takes steps to protect our supporters' privacy when external distribution centres are used.

### **Concerns or complaints**

Concerns or complaints in relation to the handling of personal information should be directed to:

Ph: 02 9704 0500

E-mail: [privacy@paralympic.org.au](mailto:privacy@paralympic.org.au)

### **Effect of policy**

This is a policy not a contract and the APC reserves the right to review its privacy policy from time to time and notify you of any amended policy by posting an updated version of it on the APC website. The amended Privacy Policy will then apply irrespective of whether the APC has given you the specific notice of any amendment.