



PA Classification Standard: Data Protection

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1. Purpose

- 1.1 Classification in Para-sport requires Athletes to supply, and organisations to process, Classification Data in order to complete Athlete Evaluation. Athletes may also consent to the supply of Classification and additional data to assist organisations to develop Classification systems.
- 1.2 This document:
- Sets out the position, role and responsibilities of Paralympics Australia (PA) with regards to Classification Data Protection, as the national paralympic member of the International Paralympic Committee (IPC) and in accordance with the IPC Athlete Classification Code and Standards (IPC Code) and the IPC Model of Best Practice for National Classification;
 - Provides a framework for the common technical and operational procedures for PA members who Process Classification Data to align their Classification Data Processing with the IPC Code and in accordance with their legal obligations and applicable codes; and
 - Provides a framework for other organisations such as event organising committees or individuals engaged by PA for Classification or Classification Research Purposes.
- 1.3 This document shall be read in conjunction with the IPC Code, IPC Code of Ethics, relevant International Sport Federation (IF) Classification Rules, PA Athlete Classification Policy and Classification Standards and other relevant PA Policy.
- 1.4 In the event that this Standard fails to provide for a matter covered by a provision in the IPC Code, the provision appearing in the IPC Code shall apply and be regarded as being part of this Standard.
- 1.5 A list of definitions and abbreviations is provided at the end of this standard.

2. Who does this Standard apply to?

- 2.1 This Standard applies to:
- PA employees, contractors and volunteers
 - Selected Athletes and Appointed Officials of Paralympic Teams
 - PA Member organisations – including their member organisations, athletes

and athlete support personnel and any other persons (paid or unpaid) who is engaged by the PA Member to support classification activities.

- Any other organisations or individuals engaged by PA for Classification Purposes.
- Collectively any organisations processing classification data are referred to as Classification Organisations.

- 2.2 This Standard imposes a minimum standard of data protection that all Athletes can expect when being classified, regardless of which sport they are classified for. If a PA Member has data protection provisions that include requirements that exceed those set out in this Standard, the PA Member must comply with both this Standard and the obligations of their organisation.
- 2.3 PA will only recognise Classification Data that is processed within the scope of this Standard and other relevant PA Policy. This Standard does not apply to Classification Data collected for athletes with impairments which is not collected for Para-sport Classification or Classification Research Purposes.

3. International Sport Federation Roles and Responsibilities

- 3.1 IF Classification Rules must be in compliance with the IPC Code, which requires that each IF ensures that processes and procedures are in place whereby Athlete data is stored and protected. These processes and procedures must be in accordance with the International Standard for Classification Data Protection.
- 3.2 Each IF is responsible for any Classification Data Processing that is associated with International Level Classification carried out by that IF.

4. PA Roles and Responsibilities

- 4.1 PA has the following roles and responsibilities:
- Develop and support the implementation of a national classification framework in accordance with this Standard.
 - Provide support, education and resources to enable its members to comply with this Standard.

- Monitor compliance and address non-compliance of its members to this Standard.
- Provide general education to build classification awareness within the Australian sports community, para-athletes and other relevant stakeholders (including media & spectators) in relation to this Standard.

5. PA Member Roles and Responsibilities

- 5.1 PA adopts an inclusive approach for Australia's Para-Sport system, with the expectation that Para-sport and classification programs are equally recognised and embedded within the structure, systems, people and pathways of its Members.

PA Members are expected to:

- 5.2 Establish and publish a Classification Data Protection Policy and/or procedures that relate to the scope, collection, recording, retention, use, disclosure of and access to Classification Data that conform with their respective IF Classification Rules and IPC Code as much as is practical. This may be published as standalone documents or embedded in organisational privacy policy;
- 5.3 Establish procedures and safeguards for Classification Data Protection, in accordance with this Standard, for organisations or individuals they engage for any component of Classification or Classification Research Purposes;
- 5.4 Establish and publish Data Processing procedures that relate to Classification Research;
- 5.5 Ensure Classification Data Protection processes include appropriate safeguards, security measures and data breach procedures;
- 5.6 Clearly outline the codes of conduct and expectations of their members, athletes, athlete support personnel, classification personnel and any other persons or organisations engaged by them within their classification system in relation to this standard;
- 5.7 Develop and deliver Classification education and awareness programs for Athletes, Athlete Support Personnel, member organisations and any other relevant stakeholders (including media and spectators) in relation to this standard;

- 5.8 Integrate relevant changes made by their IF to Classification Rules in respect to Classification Data Protection, within six months after the IF change is made and align any changes as closely to the IF system as is practical; and
- 5.9 Collaborate with PA in the continuous improvement of national classification activities in relation to this Standard.

6. Classification Data that can be Processed

- 6.1 PA Members may only Process Classification Data if such Classification Data is reasonably necessary to conduct Classification.
- 6.2 All Classification Data Processed by PA Members must be accurate, complete and kept up-to-date. Given the personal and sensitive nature of Classification Data, PA Members must be cautious when Processing it. If a PA Member is not sure if the Data submitted by an Athlete is necessary to conduct Classification they must not Process that Data, should inform the athlete of the receipt of that information, and subsequently destroy this information.

7. Consent and Processing

- 7.1 Subject to Article 7.5, PA Members may only Process Classification Data with the written consent of the Athlete to whom that Classification Data relates. Athlete consent is usually provided by the Athlete signing an Athlete Evaluation consent form, or other similar agreement.
- 7.2 Written consent must be given by the Athlete to capture all forms of data including text, photograph, video and audio.
- 7.3 If any data collected during classification is intended to be used for any other purposes other than to inform the classification (such as education or learning), express written consent of the athlete or legal guardian is required.
- 7.4 If an Athlete cannot provide consent (for example because the Athlete is under age) the Athlete's parent or legal guardian must give consent on their behalf.
- 7.5 PA Members may only Process Classification Data without consent of the relevant Athlete if permitted to do so in accordance with applicable laws and codes.

8. Provisions that apply to Classification Research

- 8.1 PA Members may only use Classification Data for Research Purposes with the express consent of the relevant Athlete. PA Members may request that an Athlete provide them with Personal Information and/or sensitive Personal Information for Research Purposes.
- 8.2 The use by PA Members of Personal Information and/or sensitive Personal Information for Research Purposes must be consistent with this Standard and all applicable ethical use requirements, including, but not limited to, those that apply to the PA Member.
- 8.3 Any additional Personal Information and/or sensitive Personal Information that has been provided by an Athlete to a PA Member solely and exclusively for Research Purposes must not be used by that member for any other purpose.
- 8.4 A PA Member may only publish Personal Information and/or sensitive Personal Information provided by an Athlete for Research Purposes if they obtain express consent from that Athlete prior to any publication. This restriction does not apply if the publication is anonymised so that it does not, and may not be used to, identify any Athlete(s) who consented to the use of their Personal Information and/or sensitive Personal Information.

9. Notification to Athletes

- 9.1 PA Members must notify an Athlete who provides Classification Data as to:
 - 9.1.1 the identity of the organisation collecting the Classification Data;
 - 9.1.2 the purpose for the collection of the Classification Data; and
 - 9.1.3 the duration that the Classification Data will be retained.
- 9.2 PA Members can decide the most effective way of providing such notice to Athletes. This may be in the form of notices communicated to Athletes via websites or social media or via standard forms and templates used in Classification. Individual or personalised notification is not required.

10. Classification Data Security

- 10.1 PA Members must protect Classification Data by applying appropriate security safeguards, including physical, organisational, technical and other measures to prevent the loss, theft or unauthorised access, destruction, use, modification or disclosure of Classification Data.

11. Disclosures of Classification Data

- 11.1 PA Members may only disclose Classification Data to other parties with express consent of the Athlete concerned and/or if the Processing is permitted under the applicable laws and codes.
- 11.2 PA Members must not disclose Classification Data to another organisation except where such disclosure is related to a Classification conducted by that other organisation and the disclosure is consistent with all applicable laws and codes.
- 11.3 PA Members must have in place processes to respond to potential or actual breaches of Classification Data disclosure.

12. Retaining Classification Data

- 12.1 PA Members must develop and publish guidelines regarding retention times in relation to Classification Data. PA Members may retain Classification Data as long as the athlete remains active in the sport. If an Athlete retires or is no longer active in that sport, Classification Data must be deleted, destroyed or permanently anonymised.
- 12.2 PA Members must implement policies and procedures that ensure that Classification Personnel retain Classification Data for only as long as is necessary for them to carry out their assigned Classification duties. Each PA Member must make sure that individual Classifiers only use any Classification Data in connection with their role as Classifiers, and in particular, do not personally retain any of the Classification Data after Athlete Evaluation is completed. This includes any notes, comments, video recordings or records written or captured electronically, generated or compiled by Classifiers during Athlete Evaluation. Any such data can be retained by the PA Member if that retention is consistent with this Standard.

13. Access Rights to Classification Data

- 13.1 In addition to any rights which an Athlete may have under applicable law, Athletes must be able to request from a PA Member:
- 13.1.1 confirmation of whether or not that PA Member possesses Classification Data relating to them personally and a description of the Classification Data that is held;
 - 13.1.2 a copy of the Classification Data held by the PA Member; and/or
 - 13.1.3 correction or deletion of the Classification Data held by the PA Member.
- 13.2 A request made pursuant to Article 13.1 may be made by an Athlete or their appointed or legal representative and must be complied with within a reasonable period of time. PA Members must be able to provide Athletes with details of the Classification Data they have used as part of Classification. PA Members should respond to such an access request as soon as is possible.

14. Definitions

This Standard uses the defined terms from the IPC Code and PA Athlete Classification Policy. Further defined terms specific to this Standard are:

Classification Data:	Personal Information and/or Sensitive Personal Information provided by an Athlete and/or their authorised representative to a PA Member in connection with Classification.
National Laws:	the Australian data protection and privacy laws, regulations and policies applicable to a Classification Organisation.
Personal Information:	any information that refers to, or relates directly to, an Athlete.
Process/Processing:	the collection, recording, storage, use or disclosure of Personal Information and/or sensitive Personal Information.

Research Purposes:

research into matters pertaining to the development of Classification Systems within the Paralympic Movement.

15. Relevant policies, codes and standards

- [IPC Athlete Classification Code and International Standards](#)
- [IPC Classification Code Model of Best Practice - National Classification](#)
- [IPC Code of Ethics](#)
- [PA Classification Standard - Eligible Impairments](#)
- [PA Classification Standard - Athlete Evaluation](#)
- [PA Classification Standard - Protests and Appeals](#)
- [PA Classification Standard - Classification Personnel and Training](#)
- [PA Classification Standard – Classification Data Protection](#)
- [PA Classification Standard – Intentional Misrepresentation](#)
- [PA Code of Conduct](#)
- [Other PA policies](#) (including but not limited to People Protection Policy and Privacy Policy)