

Privacy Policy



Effective Date: 25 July 2016

1 Background

The Adelaide University Karate Club Inc (**Club**) recognises the importance of protecting the privacy of information collected about its members and participants. This Privacy Policy governs the manner in which personal information of members and participants, obtained through the Club's normal operating systems, will be dealt with.

2 What information does the Club collect?

The Club may collect personal information of members or participants, including information such as:

- full name;
- contact details;
- date of birth;
- student number;
- emergency contact; and
- medical information.

3 How does the Club collect and hold personal information?

The Club usually collects personal information directly from members and participants, either in person, in documents, by email or via its website.

The Club holds personal information in hard copy and electronic files (including on cloud servers such as Google Drive).

If personal information of a member or participant is no longer needed, the Club will take reasonable steps to destroy or permanently de-identify it.

4 Why does the Club collect personal information and what are the consequences of not providing the information requested?

Generally, the Club collects personal information about a member or participant to enable the Club to manage its affairs and affiliation with the Adelaide University Sports Association Inc, to apply for membership of the Adelaide University Sports Association Inc on behalf of the member or participant, to communicate with the member or participant and to enable the Club to discharge its duty of care to the member or participant. The Club's ability to meet any obligations it has to a member or participant or to process any request or application may be adversely affected if the member or participant does not provide the requested personal information, or if the information provided is incomplete or inaccurate.

5 How does the Club use personal information?

The Club uses personal information primarily for:

- communicating with members and participants in the ordinary course of the Club's activities;
- internal membership management, accounting and finance;
- satisfying its affiliation obligations to the Adelaide University Sports Association Inc and applying for membership of the Adelaide University Sports Association Inc on behalf of members and participants; and
- discharging its duty of care to members and participants.

6 To whom does the Club disclose personal information?

The Club will only disclose personal information for the purpose for which it was collected or in the following circumstances:

- to third parties, such as a coach or team manager, who may have direct duty of care over a member or participant (such persons are expected to maintain security and confidentiality of the information to which they have access and to make this information available to emergency services if required);
- where required or authorised by law or otherwise as permitted under the *Privacy Act 1988* (Cth); or
- where the member or participant consents or has authorised a third party to consent to the disclosure.

The Club may disclose personal information of members and participants to overseas recipients. If it does, the Club will do so in accordance with this Privacy Policy and the *Privacy Act 1988* (Cth).

7 How secure and accurate is personal information of members and participants?

The Club will endeavour to take reasonable steps to ensure that all personal information it holds is:

- accurate, complete, up-to-date, relevant and not misleading;
- stored in a secure environment; and
- protected from misuse, interference and loss as well as unauthorised access, modification or disclosure.

8 How can members and participants access and correct their personal information?

The Club will comply with any request by a member or participant sent by email to aukarateclub@gmail.com to access their personal information, except where the Club is permitted by law to refuse to do so. Members and participants also have the right to ask the Club to correct information about them that is inaccurate, incomplete, out-of-date, irrelevant or misleading.

If the Club refuses to correct personal information as requested, the Club will:

- notify the member or participant in writing of the reasons for the refusal (unless it would be unreasonable to do so) and how to complain of the refusal; and
- upon request from the member or participant that the Club associate a statement that the information is inaccurate, incomplete, out-of-date, irrelevant or misleading, take such steps as are reasonable in the circumstances to associate such a statement so that it will be apparent to users of the information.

9 How can members and participants contact the Club?

If a member or participant has any questions or complaints about how the Club handles their personal information, they can contact the Club by email at aukarateclub@gmail.com.

The Club will consider and respond to any complaint notified to it within a reasonable time.

If a member or participant is not satisfied with the way in which the Club handles their enquiry or complaint, they can contact the Office of the Australian Information Commissioner on 1300 363 992 or enquiries@oaic.gov.au.

10 Changes to this Privacy Policy

This is the Club's current Privacy Policy outlining its personal information management practices. The Club may vary this policy from time to time.