

## PRIVACY POLICY

Adopted or Amended	By Whom	Date
Adopted	Board of Directors	Monday 29 <sup>th</sup> November 2010
Endorsed	Board of Directors	Monday 11 <sup>th</sup> February 2013

### INTRODUCTION

Swimming Northern Territory is committed to providing the highest levels of membership service. This includes protecting members' privacy. From 21<sup>st</sup> December 2001, we will be bound by the new sections of the Commonwealth Privacy Act 1988, which sets out a number of principles concerning the protection of individuals' personal information.

### OBJECTIVE

The aim of these laws is to ensure that organisations handle personal information responsibly and provide a consistent approach to its collection, use, disclosure, access and protection. These laws also give the individual new rights such as access to their personal information and the ability to correct it, if needed.

### APPLICATION

This Privacy Statement contains the following important information the Privacy Act requires us to communicate to all of our members, regarding the use of personal information:

- What is personal information?
- How we collect personal information
- How we use personal information
- When we disclose personal information
- Storage and security of personal information
- Accuracy of personal information
- Access to personal information

This Privacy Statement was created in November 2011. Swimming Northern Territory will review its Privacy Statement from time to time with the aim of improving it.

### What is personal information?

Personal information is information about an individual who can be identified, or whose identity could be reasonably ascertained, from the information.

### How we collect personal information

To deliver and enhance the services offered by Swimming Northern Territory, certain personal information is collected. Swimming Northern Territory collects personal information from members that is volunteered when they:

- Register to become an affiliated club
- Register to become a club member (ie: athlete, volunteer, administrator, official or an Affiliate Club member)

- Enter a Swimming event or participation program
- Participate in a Swimming course or workshop
- Purchase merchandise from us
- Request information from us
- Provide information to one of our staff
- Participated in one of our surveys

### How we use personal information

We will only collect information that is necessary for us to carry out our primary purpose of providing services relating to: membership, education, events and merchandise.

Personal information may be used in order to:

- Provide the services required
- Internal accounting and administration
- Regulatory reporting and compliance
- Helping us to identify and inform members about other products or services that may be of benefit.

If we send members any information about services or products they do not require, or they do not want us to disclose personal information to any other organisation (including related organisations) they can advise us accordingly by writing to our Association's office.

If they do not advise us otherwise, they confirm agreement on their own behalf and/or on behalf of others they represent.

If they choose not to provide personal information, we may not be able to provide them with the services required, or the level of service on which we pride ourselves. This includes the provision of membership benefits such as Insurance cover.

### When we disclose personal information

We disclose personal information to other organisations that we believe is necessary to assist in providing our services. The organisations to which we disclose information include:

- Outsourced service providers who manage the services we provide to members, including:
  - Swimming Australia Limited
  - Insurers
- Our professional advisors, including our accountants, auditors and lawyers
- Government and regulatory authorities and other organisations, as required or authorised by law

We limit the use and disclosure of any personal information provided by us to such organisations for the specific purpose for which we supplied it.

When members provide us with personal information about other individuals, we rely on them to have made these individuals aware that they will or may provide their information to us, the purposes we use it for, the types of third parties we disclose it to and how they can access it.

This is extremely important for affiliated Clubs providing the personal information of their members.

It should also be noted that the contact details provided by an Affiliate Club member on affiliation will also be disclosed when we believe it is necessary to assist in providing our services. This may include disclose to the following:

- Other Affiliate Club members
- Club membership enquiries from the public
- Other organisations for matters specifically related to Swimming

### **Storage and security of personal information**

Swimming Northern Territory stores personal information on a computer database. Members' personal information may be held in both paper file and computer file form. We have implemented measures of a reasonable nature to ensure that all personal information about members is securely stored from misuse, loss and unauthorised handling.

### **Accuracy of personal information**

We take reasonable steps to ensure that whenever we collect, use or disclose personal information that it is accurate, complete and up to date.

### **Access to personal information**

Members have a right to access their personal information, subject to some exceptions allowed by law. If a member would like to do so, they can gain access to their personal information by contacting or by writing to Swimming Northern Territory's office. Alternatively, they may also advise us at any time about possible breaches of privacy, or inaccurate, incomplete personal information, that may have changed.

### **POLICY PROMOTION**

This policy will be made available to all members via the Swimming NT website at [www.nt.swimming.org.au](http://www.nt.swimming.org.au) and through the annual handbook, or its equivalent publication. This policy will be communicated to all staff members, board members, committee members and regional committees annually.

### **REVIEW**

This policy will be reviewed by the Board of Swimming Northern Territory in July every even year (i.e. 2014, 2016, 2018).

### **ADDITIONS OR AMENDMENTS**

In addition to the scheduled review of this policy recommended changes to the policy may be submitted to the Board of Swimming Northern Territory for consideration, at any time. In the event that the changes are accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

Computer>Local Disk (C):>Shared Folder>Policies and Rules>SNTI Policies Current>Policy – Privacy 11022013

GPO Box 1960 Darwin NT 0801  
Telephone 08 8981 5483  
admin@nt.swimming.org.au  
website: [www.nt.swimming.org.au](http://www.nt.swimming.org.au)



Sponsored by

daz – I  
Shop 2/42 Progress Dr Nightcliff  
Phone: 89482992

---