



Swimming Northern Territory

Privacy Policy

Version	Reviewed by	Board Approval Date	Next Review Date
4	SNT Board	28 March 2024	March 2026
3	SNT Board	26 May 2020	May 2022
2	SNT Board	11 Feb 2013	Feb 2015
1	SNT Board	29 Nov 2010	Nov 2012

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1. Introduction

The protection of personal information is important to Swimming Northern Territory (SNT) and we are committed to providing quality services which respects individuals' privacy and protection of personal information.

2. Purpose

This policy sets out how SNT may collect, hold, use and disclose personal information. By providing your personal information to SNT, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (updated 2013). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

This Policy applies to and binds all Relevant Persons and such other persons who use, access, provide or participate in SNT's services, events and activities.

3. What information does SNT collect?

3.1 Personal Information

The personal information collected about you will vary depending on the circumstances of the collection. It may include, but is not limited to, your name, date of birth, contact details, address, size, photograph or other electronic image, signature, training location, swimming results, insurance details, employment history or any communication with SNT. When you request or acquire a membership or other goods and services from SNT then SNT may also collect personal information about you such as your purchase details, preferences, histories and your credit card or bank account details.

3.2 Sensitive Information

If it is reasonably necessary in some circumstances, SNT may also need to collect a swimmer's sensitive information including (but not limited to) gender identity, medication being taken, diagnoses of specific conditions and any other information deemed sensitive by SNT. SNT is required by law to obtain consent when collecting this sensitive information. By providing this information to SNT for use in accordance with the purposes set out in this Privacy Policy, you are providing such consent.

4. Why Does SNT Collect Personal Information?

SNT routinely collects personal information about relevant persons and those persons who use, access, provide or participate in SNT's services, events and activities (including parents, spectators and volunteers). SNT collects personal information in order to properly and efficiently carry out its activities and functions, including to provide services to you and, where reasonably necessary, other relevant persons.



5. When does SNT collect this information?

Information may be collected when you:

- Register to become an affiliated club.
- Register to become a Club Member (i.e. athlete, volunteer, parent/guardian, administrator, or official).
- Participate in any program, activity, competition, or event run by SNT.
- Purchase merchandise, products, or services from SNT or an authorised agent or licensee.
- Are elected or appointed to the Board or a committee of SNT.
- Contact SNT via email, telephone, mail or engage with SNT via social media.
- Provide details to SNT in an application, consent form, survey, feedback form or incident report.
- Subscribe to any publication of SNT including electronic publications.
- Access the SNT website.
- Apply for employment with SNT.
- Where SNT is required to do so by law (including for education, child protection, work health and safety laws, charitable collections, medical treatment or other legislation in Australia).

6. How does SNT collect this information?

SNT uses a variety of methods to collect this information, including, but not limited to:

- Primarily through Swim Central or any other in use Swimming Australia managed CRM database.
- Email.
- Electronic communication, such as social media, websites, etc.
- Online surveys.
- Paperwork associated with SNT's services, events and activities.
- Through phone or personal communication.
- From third party providers for relevant requirements.

7. Providing Information

In some situations, some types of information will be required, and others might be optional. In the instance that you do not provide some or all the information requested, SNT's ability to communicate with you or provide the requested products or services may be affected.

Failure to provide requested information may result in you jeopardising your ability to participate in programs or competitions, use Swim Central or applying for employment or volunteer positions with SNT. If it is impracticable for SNT to deal with you due to you not providing the requested information or consent, SNT may refuse to do so.



8. Collection by Third Parties

SNT may occasionally collect personal information about you from a third party such as another State Swimming Organisation, Swimming Australia (SA), relevant local club or School, Sport Australia and Sport Integrity Australia. SNT may also collect personal information from a family member (including from your parent or other responsible person, where you are a minor).

If SNT collects personal information about you from any other third party not mentioned in this Policy, then SNT will first endeavour to obtain your consent (unless such consent has already been provided). If that is not possible then SNT will only obtain the information from a third party if that is reasonably necessary for SNT to provide services to you and where reasonably necessary, other relevant persons or to otherwise comply with any applicable laws or regulations. In any event, SNT will inform you, where reasonably practicable, about such collections and will use such personal information only in accordance with this Policy. Where SNT receives unsolicited personal information about you from a third party, then that information will be dealt with in accordance with this Policy and the Privacy Act.

9. How We Use Personal and Sensitive Personal Information

SNT and third parties to whom we may disclose personal information in accordance with this Privacy Policy, may use your personal information to:

- verify your identity.
- complete background checks.
- respond to emergency situations involving or requiring medical treatment.
- disclose to the public the information and contact details of swimming pools, swimming clubs and swimming program locations.
- keep you informed of news and information relating to various swimming events, activities and opportunities via various media.
- research, develop, run, administer, and market competitions, programs, activities and other events relating to SNT.
- administer, manage, and provide you with access to the SA web services.
- internal accounting and administration.
- regulatory reporting and compliance.

SNT may use health information to ensure that programs we operate are run safely and in accordance with any special health needs participants may require. Health information may also be kept for insurance purposes.

SNT also uses personal information where required or authorised by law.

You may ask to not identify yourself or disclose your personal information to SNT, or otherwise ask SNT to not use or disclose your personal information. However, doing so may limit the services SNT can reasonably provide to you.



10. When We Disclose Personal Information To Third Parties?

SNT may, from time to time, disclose your personal information to a range of third-party organisations which include, but are not limited to:

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

SNT limits 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

11. Marketing Use and Disclosure

11.1 Direct Marketing

You consent to SNT's use of personal information, that is not sensitive information, to provide better services and for marketing purposes (including disclosure of such information to service providers).

If you do not wish to receive emails or any posted offers, please contact admin@nt.swimming.org.au and request to opt-out. (however, information relating to the option to unsubscribe from those communications may be retained).

11.2 Public and Media

Occasionally SNT may disclose your personal information (including your name, age, gender, city of residence, local swimming club, personal profile, photographs and video images of you and your results) to the media and through our physical and digital applications and publications (including our website, social media, emails and newsletters) that are available for public viewing.



12. Storage And Security of Personal Information

Security of personal information is important to SNT. SNT has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. We seek to protect all personal information from any unauthorised loss, disclosure or access. However, if a serious data breach occurs, we must notify you as required under the Privacy Act regarding the circumstances of the breach and must also advise the Office of the Australian Information Commissioner.

Once SNT no longer has a need for your personal information then SNT will either destroy or deidentify the information in accordance with the Privacy Act.

All personal information held by SNT about you is stored in a variety of ways, including in paper and electronic form. Of the information that is stored electronically, it is stored on password protected systems as part of Swimming Australia's (SA) online systems, specifically Swim Central. When your information is entered into SA's membership database, the information may be combined or linked with other information held about you. This information will be subject to website cookies and associated risks as referenced in the current Swimming Australia Privacy Policy, Page 7.

13. Accessing and Seeking Correction to Personal Information

SNT will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up to date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly. We encourage you to regularly review and update your personal information held by SNT.

Members wishing to access their personal information that we hold about you, may let us know by making a request by emailing admin@nt.swimming.org.au. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will correct it. If you require any information held to be removed, please let us know by making a request to the above email address. Any such request will be subject to any legal obligations of SNT. We will respond within 30 days of receiving a request to access, delete or seeking correction of information held by SNT.

14. Resolving Privacy Issues and Complaints

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made to the CEO Swimming Northern Territory at the email address below:

- CEO Swimming Northern Territory – nt.ceo@nt.swimming.org.au

We will respond to your complaint within 30 days and try to resolve your complaint for you within 90 days. If we are unable to resolve your complaint or you are unhappy with the outcome, you can contact the Office of Australian Information Commissioner via its enquiries line 1300 363 992 or website to lodge a complaint.



15. Disposal of Personal Information

Personal information is destroyed when it can no longer be retrieved. The steps that are reasonable for an organisation to take to destroy personal information will depend on whether the personal information is held in hard copy or electronic form.

15.1. Hard Copy Information Disposal

Personal information **MUST** be destroyed through a process such as pulping, burning, pulverising, disintegrating, or shredding all hard copy documents relating to personal information. After such, disposal through garbage or recycling collection is deemed as reasonable steps to destroy the personal information.

15.2. Electronic Information Disposal

Reasonable steps of electronic information disposal will vary depending on the kind of hardware used to store the personal information. Where possible, SNT will 'sanitise' the hardware to completely remove stored personal information. For hardware that cannot be sanitised, reasonable steps must be taken to destroy the personal information in another way, such as by irretrievably destroying it or by taking reasonable steps to de-identify the personal information (APP 11.41–11.45) or, as a last resort, put the information beyond use (APP 11.38–11.40).

For personal information contained on third party network infrastructure, such as cloud storage, SNT will instruct the third party to irretrievably destroy the personal information, taking steps to verify that this has occurred.

16. Policy Promotion

This policy will be made available to all members via the Swimming Northern Territory website. This policy will be communicated to all staff members, board members, committee members and regional committees annually.

17. Review

This policy will be reviewed by the Board of Swimming Northern Territory every 2 years from the date of approval by the SNT Board.

18. 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. If the changes are accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

19. Related Links

[Australian Government Office of Australian Information Commissioner](#)

[Swimming Australia Privacy Policy](#)

[Australian Privacy Principles](#)

[Privacy Act 1988](#)