

# AUSTRALIAN MASTERS ATHLETICS INC.

## PRIVACY POLICY

### POLICY STATEMENT

Australian Masters Athletics Inc (AMA) respects the confidentiality and security of your personal information and is committed to protecting it at all times. In accordance with the requirements of the National Privacy Policy contained in The Privacy Act (1988), as amended, and the respective regulations (collectively known as the "Privacy Legislation"), AMA will not interfere with an individual's privacy rights in the way it collects, uses or disseminates personal information.

AMA only collects such personal information as is necessary to further Masters Athletics in Australia in accordance with the Objects in AMA's constitution. The Objects include - "To organise, encourage, promote and regulate athletics for mature-age Australians".

Requests for access to personal information, complaints about possible breaches of privacy, or requests for more information, can be made to the AMA Secretary whose contact details are available on the AMA website or in the AMA Handbook.

A discussion of how the AMA will implement the National Privacy Principles follows and forms part of this policy.

### Discussion

This section describes how AMA will conform with each of the ten National Privacy Principles (NPPs). Not all aspects of the NPPs are relevant. National Privacy Principles may be accessed in full on the website of the Office of the Privacy Commissioner [www.privacy.gov.au](http://www.privacy.gov.au). Also on that website is a companion document *Guidelines to the National Privacy Principles*, issued in September 2001.

### NPP 1 – Collection

AMA will collect personal information only to the extent necessary for

- i. organizing competition, including age graded competition
- ii. communicating with members, event participants and persons nominated by them for contact in an emergency during competition.
- iii. Verifying the AMA member registration status for entrants in regional and world competition
- iv. sending information about pending local, state and national competitions or publications such as the AMA Handbook
- v. membership statistics
- vi. potential advice to insurers

These are the primary purposes of collection.

AMA will collect details provided by participants in all sporting or related events organised or conducted under the control, auspices or patronage of AMA. In this instance, the information may be collected by an event organiser on behalf of AMA.

The information collected will include name, sex, date of birth, mailing address, phone and email contact details for event participants and, for use in emergencies, the name and contact details of nominated third parties. Such personal information will be collected from data supplied by the participant via event application forms, in either hard copy or electronic format

Personal information is collected from data supplied by an AMA member in the form of their membership database.

AMA will also collect details such as name, address and contact details of individual AMA board members for use as required in AMA publications.

## **NPP 2 – Use and disclosure**

Use of personal information by the AMA will be for purposes consistent with the reasons for collection, as stated in the first paragraph under NPP 1, in general being the development of the sport of masters athletics, to keep persons informed about the sport, its activities and related products.

AMA may disclose personal information about its members athletes and officials to Athletics Australia and its state organizations, organizers of World Masters Athletics championships and other regional athletics competition, and receives services from them in return.

Wherever AMA agrees to disclose personal information of individuals to another organisation it will seek a prior undertaking that the information will be used only for the purpose for which it is disclosed.

In cases not specifically covered above, AMA will only disclose such information where it has obtained the written consent of the individual concerned. In certain circumstances, however, AMA may be authorized by law to disclose personal information even where such written consent has not been provided:

- Where there are grounds to believe that disclosure is required in order to prevent a threat to health or life
- Where AMA suspects that unlawful activity is or has been engaged in, such personal information may be used to investigate the suspected lawful activity
- The use is authorized by law or reasonably necessary to enforce the law.

## **NPP 3 – Data quality**

AMA will take care to accurately record personal information provided to it by its members and event participants. The only personal information retained on an ongoing basis is that stored in the AMA National Database where such information is updated only from the membership databases of AMA members. AMA expects that

individuals would become aware of any inaccuracies in its personal information holdings as a by-product of either AMA or AMA members direct communication with members.

#### **NPP 4 – Data security**

Personal information collected in relation to participants in all sporting or related events organised or conducted under the control, auspices or patronage of AMA will be held by the event organiser in a secure place where in paper format or in a secure database where in an electronic format . Only those whose roles require access will have access to participants data and this will be ensured by access control procedures specifically put into place.

AMA will hold personal information in its National Database in a secure format with controlled password protection. Access to the database will be limited to the National Registrar or such person approved by the AMA Council. AMA keeps information in the National Database indefinitely for the purposes of trend and statistical calculation. The personal elements of such information will be deleted where a person has not been financial with an AMA member for a period of more than five years.

#### **NPP 5 – Openness**

AMA will publish this Privacy Policy on its website [www.australianmastersathletics.org.au](http://www.australianmastersathletics.org.au) and will advertise its availability in the AMA Handbook and on media through which personal information is collected.

#### **NPP 6 – Access and correction**

AMA collects personal information from AMA member databases and each member's processes for an individual to correct any errors in their information will automatically flow on to the National Database. Information collected directly from the individual relating to competition entries is necessarily current and is relevant only for the duration of that competition.

#### **NPP7 – Identifiers**

AMA will not use any identifier that has been assigned to an individual by a Commonwealth agency.

#### **NPP 8 – Anonymity**

For most purposes is not practicable for AMA to deal with members or event participants anonymously.

## **NPP 9 – Transborder data flows**

AMA discloses personal information to athletic organisations in foreign countries pursuant only to an individual's entry in an overseas competition.

## **NPP 10 – Sensitive information**

AMA does not collect sensitive information about individuals. Sensitive information includes such matters as racial origin, political opinions or affiliations, religious or philosophical beliefs, professional/trade union membership, sexual preferences, criminal record.

Information regarding the individual's health is collected only when volunteered by the individual in relation to :

- the information being required to assist the individual in the event of a medical incident during competition where the individual may not be in a fit state to offer that information. The information will be held secure by AMA or the body organizing the competition on behalf of AMA and will be destroyed after the competition has finished.
- An application for a Therapeutic Use Exemption where the individual may, for medical purposes, be prescribed a substance on WADA's official list of banned substances. The application is received by the person so appointed by WMA who passes it directly to the appointed Doctor for consideration and determination. The application is kept on file by the doctor. A letter is sent to the applicant regarding their application and its approval. Once the application approval time has expired the application document is destroyed. A list is kept of the names of persons who have been approved but that list does not contain any medical information. The application document itself is part of the usual patient-doctor confidentiality process.

**Adopted as a policy of Australian Masters Athletics Inc: 12 September 2009**