



PRIVACY PROCEDURES

Procedures number	Pol-07	Version	1.0
Drafted by	ARCHERY SA	Approved by ED on	13 July, 2017
Responsible person	Sue Martin	Scheduled review date	1 November, 2018

RESPONSIBILITIES

It is the responsibility of the Policy & Membership Committee to review these procedures annually.

PROCEDURES

Introduction

This Privacy Policy explains in general terms how ARCHERY South Australia Inc (ARCHERY SA) protects the privacy of your personal information under the National Privacy Principles (NPPs). It will tell you how we collect, use and disclose it and how to contact us if you have any queries. It should be noted that ARCHERY SA is **not required** to abide by the NPPs because its turnover is less than \$3,000,000 but, in any case, ARCHERY SA respects individuals' privacy and wishes to explain how it will handle personal information.

Personal information is information which, in the opinion of any person, in any form and whether true or not about an individual whose identity is apparent or can be reasonably ascertained from the information or opinion.

Information will be collected from you when:

- You become a member of a Club or association related to ARCHERY SA
- You become a member of a State or Representative Team
- You are elected to a committee in a Club or association
- You subscribe to the ARCHERY SA Website e-Mail databases
- You enter an event
- You register as an arbalist (crossbow shooter).

In most cases the only information collected and stored by ARCHERY SA will include name, address, telephone number(s), e-Mail address(es), Club, date of birth, feedback, membership numbers, communications between you and us and transactional information about your use of our services, such as surveys and feedback.

This Privacy Policy does not apply to ARCHERY SA's employee records, which are generally exempt from the legislation.

HOW ARCHERY SA COLLECTS INFORMATION

The types of information we collect from you will depend on the type of service you request from us or that we provide you with. For example, when you are selected for a State Team we will ask for your name, address, telephone numbers, e-Mail address, medical and health information relevant to your trip and body measurements for uniform sizes.

We will obtain your consent to the collection of "sensitive information". However, for existing information collected, we will assume that you have consented to the collection of all information, which is provided to us for use in accordance with this statement, unless you tell us otherwise. ARCHERY SA will disclose personal information when required by law and may disclose it when reasonably necessary to assist an enforcement body or to lessen or prevent a threat to individual or public health or safety.

ARCHERY SA will, before or at the time of collection, take reasonable steps to ensure that the individual is aware of:

- The purposes for which the information is collected
- The organisations (or types of) to which ARCHERY SA usually discloses information of that kind.

As well as collecting information from you directly, there may be occasions when we collect information about you from a third party. (For example, Clubs and/or associations of which you are a member or are involved in.)

HOW WE USE AND DISCLOSE YOUR PERSONAL INFORMATION

(for information collected from 1st July, 2005)

Personal information collected by ARCHERY SA is only made available to those authorised individuals who need that information. In some circumstances (and unless ARCHERY SA has received a request to the contrary), personal information may also be disclosed outside ARCHERY SA if the information is not sensitive information and the use of the information is for the reason of direct marketing (eg. this may include receiving up-to-date information about events and news editions and sponsors product/services offers).

HOW ARCHERY SA MANAGES DATA QUALITY, COLLECTION AND SECURITY

(for information collected from 1st July, 2005)

ARCHERY SA will take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.

ARCHERY SA will undertake to destroy or permanently de-identify personal information no longer needed for any reasonable or legislated purpose.

If requested, ARCHERY SA will let a person know generally what types of information we hold, for what purpose it is held, how we collect it, hold it and use and disclose the information.

ACCESS AND CORRECTION

(for information collected from 1st July, 2005)

You can ask to obtain access to your personal information held by ARCHERY SA, although under certain circumstances permitted by law, we may not provide such information to you.

If you wish to access information about you held by ARCHERY SA, then you should address your request, in writing, to our Privacy Officer. Please note that in the interests of protecting

the privacy of all our clients, if you request details of any personal information, we need to identify you properly. To do this, we may telephone you or require your current name and address and a copy of a form of identification such as a current driver's licence or passport.

We will assume, unless you tell us otherwise, that your request relates to our current records about you. This will include the personal information about you that is held on our databases and files. Generally, we will not charge you for our costs of providing access to our current records about you.

For legal and administrative reasons, ARCHERY SA may also store records containing personal information in its archives. You may seek access to the records held by ARCHERY SA, which are not current records, but if you do so, we may charge you for the cost of providing that access.

It is important to us that the personal information we hold about you is accurate, complete and up-to-date. If you are aware that this is not the case and would like your personal information corrected, or simply desire access to your personal information, please contact the ARCHERY SA Privacy Officer.

REMOVAL FROM OUR LISTS

If you do not want to receive e-Mail or posted offers and/or wish to be removed from our lists, please let us know by sending an e-Mail message to archerysa@archerysa.org.au or by contacting the privacy officer at the address detailed below.

ARCHERY SA Privacy Officer

c/- ARCHERY SA

PO Box 6232 Halifax Street

ADELAIDE SA 5000

PH: 0419 811 785

e-Mail: archerysa@archerysa.org.au

If you have any queries about the ARCHERY SA privacy policy, please contact the number above, or visit our website. For more information about the Federal Government's policy on privacy, go to www.privacy.gov.au or call the (toll free) Privacy Office Hotline on 1300 363 992.

Adopted December, 2005

RELATED DOCUMENTS

- Archery Australia Privacy Policy

AUTHORISATION

Sue Martin, Secretary

ARCHERY SA

13 July, 2017