

# THE PONDS LITTLE ATHLETICS CENTRE PRIVACY POLICY

**The Ponds Little Athletics Centre is committed to providing the highest level of customer service. This includes protecting the privacy of its members.**

*This Privacy Policy has been formulated in accordance with the Commonwealth Privacy Act 1988 (the Privacy Act), however, it should be noted that the Ponds Little Athletics Centre is not bound by this legislation, except in the collection of health/medical information.*

*The Ponds Little Athletics Centre Privacy Policy outlines the type of personal information that we need to collect; how we collect, use and store that information; when we disclose that information; the update of, and access to that information; and who to contact should you have any concerns regarding the use by the Ponds Little Athletics Centre of your personal information.*

## **Collection of your personal information**

The Ponds Little Athletics Centre collects personal information from you in order to provide you with services and information associated with membership of Little Athletics, including particular products and services, such as championship/carnival entry, coaching clinics, awards and trophies and volunteer bond refund. The information we collect is supplied by you upon registration of your child/children for each new season of Little Athletics, or for any specific Little Athletics NSW or the Ponds Little Athletics Centre activity or event. No information will be requested by Little Athletics NSW or the Ponds Little Athletics Centre unless it is relevant. Members will be advised of the reason for collecting information, if requested.

## **Use of your personal information**

Your personal information may be used in order to provide the services you require or request. Providing this information allows Little Athletics NSW and the Ponds Little Athletics Centre to administer and manage those services and to inform you of additional services/opportunities that may be available to you as a result of your child's membership.

Little Athletics NSW or the Ponds Little Athletics Centre may, on occasions, utilise your personal information for the purpose of researching and developing our services.

We may also use your personal information to promote the products/services offered by related organisations and our sponsors.

## **Photographs**

Photographs taken by Little Athletics NSW, the Ponds Little Athletics Centre, or their agents, of your child or yourself in attendance at a Little Athletics event/function, may be utilised for any purpose whatsoever, including (but not by way of limitation) illustration, promotion, advertising, trade, etc. Such photographs may be published in any medium and may be labelled with the name of the person/s in the photograph and the event at which the photograph was taken.

NB: you may opt out of allowing images of your child to be taken and shared by the Ponds Little Athletics Centre on the registration forms

## **Disclosure of your personal information**

The Ponds Little Athletics Centre treats all information that we hold about our members as confidential. We do however, on occasions disclose statistical aspects of your personal information for purposes related or ancillary to the main reason for which it is collected, such as:

- internal accounting and administration
- regulatory reporting and compliance
- helping us to identify and inform you about other services that may be of benefit to you and your family
- gaining sponsorship support or government funding

The organisations to which we may disclose information on a confidential basis, include:

- outsourced service providers, such as mailing houses or course providers. Such providers are bound by a confidentiality agreement.
- your representatives (legal advisers etc)
- our professional advisers, including our auditors, legal advisers, insurance brokers etc.
- government and regulatory authorities and other organisations, as required or authorised by law
- our related organisations, such as Little Athletics NSW or Little Athletics Australia.

#### **Accuracy of your personal information**

The Ponds Little Athletics Centre takes all reasonable precautions to ensure that the personal information we collect, use and disclose is accurate, complete and up-to-date. However, the accuracy of that information, depends to a large extent in the information you provide. We therefore recommend that you advise the Ponds Little Athletics Centre:

- if there are any errors in your personal information
- of any changes to personal information

#### **Storage of your personal information**

Little Athletics NSW protects any information that we hold about you from misuse and loss. We protect your privacy by restricting access to your personal information to those members of staff or officers who need it, either to process information or to provide you with the services that you have requested.

Your personal information may be stored in hardcopy documents, as electronic data, or in software systems. Little Athletics NSW and the Ponds Little Athletics Centre maintains physical security over our paperwork and electronic data stores.

#### **Access to your personal information**

You have the right to access your personal information. If you would like to do so, please place your request in writing and forward it to the address below.

#### **Questions or concerns**

If you have any questions relating to Privacy, or believe that your privacy or personal information has been compromised, please contact:

The President of the Ponds Little Athletics Centre  
tplacpresident@gmail.com