



# North Coast Academy of Sport

## Privacy Policy

The North Coast Academy of Sport (henceforth "Academy"), ABN 19 536 201 275, is bound by the National Privacy Principle (NPP).

The Academy may collect and use, when appropriate, personal information, including financial and medical information, disabilities, ethnicity, related to athletes, staff (voluntary and paid) and committee members, to assist in the efficient and safe conduct of its business.

The Academy stores this information securely at its office both in paper form and using computerised management systems using website, database and accounting systems.

During the course of conducting Academy business, it may be necessary to pass some of this information within the Academy or onto other sports organisations.

Some information may be used by the Academy for publicity and promotional purposes including but not restricted to media releases, radio, television and newspaper interviews, athlete profiles, Academy website, and Academy newsletters, brochures, forms and posters.

If person involved with the Academy does not agree to this level of disclosure and wishes to exercise a higher level of privacy on the use of personal information, they must contact the Academy Executive Director ASAP on (02) 6620-3703 to arrange the required level of privacy.

If a person wishes to verify or change their related information held by the Academy, they must contact the Academy's Executive Director on 02-6620 3073, who maintains the role of Privacy Officer.

Personal information used by the Academy for publicity and promotional purposes shall be restricted to the athlete's first and last name, town of residence, school, sport club and association, sporting achievements and photo images. Such information may be used for the production of material for up to five calendar years.

The Academy circulates this policy to its paid and voluntary staff, committee members etc, and makes it readily available via at its office and website at [www.ncas.org.au](http://www.ncas.org.au)

### Supporting Policies & Guidelines

The ten National Privacy Principles (NPPs) as set out in the Privacy Amendment Act are briefly summarised below. For more information about privacy issues in Australia and protecting your privacy, visit [The Office of the Federal Privacy Commissioner's](http://www.oaic.gov.au) web site.

Essentially these 10 NPPs cover:

1. **Collection:** The collection of personal information must be fair, lawful and not intrusive. The person providing personal details must be made aware of what organisation is collecting the information, the purpose for collection and that they can get access to that information. They must also be made aware of any consequences for not supplying information.
2. **Use & Disclosure:** An organisation can only use or disclose information for the purpose for which it was collected, unless the person has consented, or the secondary purpose is related to the primary purpose and a person would reasonably expect such use or disclosure. There are also specific provisions regarding public interest, or where the use is for direct marketing in specified circumstances, such as health or safety.
3. **Data Quality:** Organisations must endeavour to ensure that the information it collects is accurate, complete and up-to-date.
4. **Data Security:** Organisations must take reasonable steps to protect the personal information it holds from misuse, loss or unauthorised access, modification or disclosure.
5. **Openness:** Organisations must have a policy outlining information handling practices, and make it available on request.
6. **Access & Correction:** Essentially, an individual can request to see and correct any personal information an organisation is holding on them.
7. **Identifiers:** Organisations cannot adopt, use or disclose an identifier that has been assigned by a Commonwealth government agency.
8. **Anonymity:** Where lawful and practical, an option must be given for people to interact anonymously.
9. **Transborder data flows:** Information can only be transferred to a recipient in a foreign country where the information will have appropriate protection.
10. **Sensitive Information:** Organisations cannot collect sensitive information unless the individual has given consent, or it is required by law, or under special (and specified) circumstances.

As well as the above summary, the Academy uses the "Guide To Best Privacy Practices for Sporting Organisations" produced by the Australian Sports Commission in consultation with Mallesons Stephen Jacques Solicitors (February 2002). This site is located at <http://www.ausport.gov.au/asc/corpdocs/privacy.htm>

Adopted by NCAS Board of Management 26/11/02