

AD1 - PRIVACY

PREAMBLE

On 21 December 2001 amendments to the Commonwealth Privacy Act came into effect. The Act is likely to have an impact on the way sport at the national, state and club level, carries out its work and in particular to the way it collects, uses, stores and discloses the personal information of individuals.

The Act identifies whether the National Privacy Principles (NPPs) apply to an organisation, and if they do, what needs to be done to ensure compliance. Even if SAWPI does not need to comply with the Act, it is considered good governance that the Association adopt a policy.

The policy explains how SA Water Polo uses personal information collected through registration of memberships.

INTRODUCTION

South Australian Water Polo Inc (SAWPI) acknowledges and is committed to protecting the privacy of its members. We will collect, use, disclose and hold personal information in accordance with the *Privacy Act 1988* and the amendments to the Act.

South Australian Water Polo Inc collects and holds personal information about its members which includes but is not limited to, name, address, telephone/mobile phone number and email address.

COLLECTION OF PERSONAL INFORMATION

South Australian Water Polo Inc collects personal information directly from an individual when:

- < They register as a members of an affiliated club
- < They register as a participant of a development program conducted by SAWPI
- < They register as a participant of a training course conducted by SAWPI
- < Participate as a member of a State Team at a National Championship conducted by AWPI

South Australian Water Polo Inc may use this personal information for the following purposes:

- < Marketing for future promotions
- < Provide member with information on competition, training and development programs
- < Distributing newsletters

We may need to forward your personal information to a third party for:

- < Sponsorship purposes
- < Medical reasons, etc.

Date endorsed: 1 June 2004

Review Date: 1 June 2006

Personal information shall not be provided to a third party without approval of the member.

SECURITY AND ACCESS OF PERSONAL INFORMATION

The personal information that has been provided to SAWPI will be kept confidential and secure and will not be accessible for unauthorised use, amendment or disclosure. Only officials of South Australian Water Polo Inc will have access to such information. Members are able to access the personal information we hold about them at any time by contacting the Privacy Officer by phone, fax or by email.

Ensuring your information is accurate South Australian Water Polo Inc will reasonably attempt to ensure that the personal information we hold about members is accurate, up to date and complete. To ensure that member details are correct, SAWPI requires the assistance of its members by initially providing us with accurate information and if future changes are made to the personal information members contact the Association, so that details can be updated.

If members require any further information regarding our privacy policy or procedures please contact the privacy officer by writing to

SA Water Polo Inc
PO Box 2088
Glynde Plaza
FELIXSTOW SA 5070

or email

administration@sawaterpolo.asn.au.

RELATED POLICY & PROCEDURE

-