

# PRIVACY POLICY



## Scope

This policy is an approved policy of the South Australian Little Athletics Association INC. Affiliated members of the association are required to adhere to this policy and are encouraged to adopt this at Centre level for the benefit of all members of the association.

In line with privacy requirements as outlined by law, The South Australian Little Athletics Association (SALAA) gives the following assurances in regards to your personal information:

## Collecting Personal Information

The South Australian Little Athletics Association understands that you may have concerns about the privacy, confidentiality, and security of personal information we may obtain about you. SALAA's policy is to protect participant's privacy and personal information that it may collect from time to time.

Personal information is collected by SALAA from its Centres, for the primary purpose of membership requirements and analysis, and/or competition purposes. SALAA collects details including but not limited to; athlete, parent, Coach or Official name, address, telephone and facsimile numbers, email addresses, gender, age etc.

## Securing Personal Information

to prevent any unauthorised access to your information, SALAA has installed computer and network security, including password protection processes and policies. Only staff authorised by the SALAA Chief Executive Officer or the SALAA President have access to the data file information.

## Disclosure of Personal Information

To facilitate SALAA delivering better services and benefits to its members, and in order to conduct our operations, SALAA occasionally engages independent operators and parties. Accordingly, some of this information may be used or disclosed in part to:

- enable mail contractors to deliver documents and communications to members;
- officers of a government law enforcement agency in connection with the lawful performance of their duty;
- send direct mail to members with news of special offers or the availability of new products or services;

## Withdrawing Consent for Disclosure of Information

If you do not consent to any of the disclosures above please inform SALAA in writing. We will then ensure your personal information is not used for this purpose. This exemption cannot apply where SALAA is required by law to provide such disclosure. If you do not object to the uses or disclosures as stated above, SALAA will accept this as having received your express consent.

## Accessing Personal Information

Participants may, upon written request, access their own personal information which SALAA has obtained from its Centres/Clubs

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If for any reason SALAA is not in a position to release personal information, for example in cases where it would be unlawful to do so, we will notify you of this refusal and the basis for it.

## Making Changes to Personal Information

SALAA endeavours to ensure personal information held is accurate, complete and up-to-date. Where you believe personal information held is not accurate, complete or up-to-date, please advise SALAA and every effort will be made to correct the information.

## Lodging a Complaint

For any purpose associated with privacy matters, including the lodgement of a complaint, please contact SALAA immediately so we can quickly deal with your concern or complaint.

## Our Privacy Policy

Copies of this privacy policy are available from the SALAA office, or can be e-mailed to you upon request.

## Authorisation

<Signature of the Chief Executive Officer> \_\_\_\_\_

<Date of approval by the Board> \_\_\_\_\_

### For Further information on this document, please contact:

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