



West Australian Sports Development Association Inc.
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Privacy policy

Policy purpose

West Australian Sports Development Association Inc. (“WASDA”) is committed to providing you with the highest levels of service and this includes protecting your privacy and personal information. We respect your right to be aware of who has information about you, what they are doing with it and why, and who else they are sharing it with. WASDA has adopted a privacy-compliance culture that cements this relationship with you. WASDA is committed to supporting and complying with the Privacy Act 1988 (Cth) (“Privacy Act”) and the Australian Privacy Principles (“APPs”) which set clear standards for the collection, access and storage of personal information which we obtain as part of our operations.

Collection of information

WASDA collects personal information to enable us to achieve our goals. The information we collect may be used to, among other things, comply with legal requirements, provide services and promote events. WASDA may collect and hold personal information relating to you such as your name, address, age, gender, telephone number, email address and any other information provided in accordance with our activities. We may also collect videos and photographs relating to events at which applicants and members participate in and organise, which may identify individuals. WASDA will usually obtain personal information directly from you, but may also obtain information from other sources like clubs or schools that applicants are associated with as required. You have no obligation to provide any information requested by us, however if you choose to withhold requested information, we may not be able to provide you with the services we offer. For example, if you do not provide us with all the personal information we request we may not be able to approve providing the assistance you request from us.

Use and disclosure of information

Our use and disclosure of information about you is dictated by any service you take up with WASDA. Any personal information you provide to us will be used for those purposes for which the information was gathered and related purposes that can be reasonably expected, for example marketing support, IT support, debt collection or document collection. We will not use or disclose this information for a purpose unrelated to this or outside your reasonable expectations unless we have your agreement or need to meet a legal obligation or authority. We do not disclose any information to third parties unless you specifically authorise us to do so, including detailing what information is to be provided and the purpose for which it is to be provided. To provide our services in the most cost effective and efficient way, we may need to utilise the services of others. Should this require us to share information, we will require those persons to respect your right of privacy. For example, we may use a mailing house to send you information. We may disclose personal information in countries other than Australia where it is necessary to arrange involvement in events (for example international competitions). Overseas recipients will not be bound by the Privacy Act. Where we need to disclose such information, we will only do so after taking all reasonable steps to obtain your written consent to such disclosure of information.

Marketing information

WASDA may also use your personal information for the purposes of direct marketing in relation to our own promotional activities where it is impracticable for us to obtain your prior written consent. On any of our application forms there is an opt out option that you can tick in order to not receive such marketing information. You may also opt out/opt in at any time by sending us an e-mail with OPT OUT /IN MARKETING INFORMATION as appropriate in the subject line. We will only send you emails if you have elected to receive such emails or if they are in response to an email we have received from you. Unless you specifically opt out, WASDA may use your personal information for the purpose of providing you with offers you may find of interest, important changes to the functionality or content of our website, or information on new products or services to be offered by WASDA or our partners. We will not under any circumstance provide your details to a third party who we partner with without first obtaining your express permission to do so, having provided you with the reasons why the details need to be provided.

Accurate information

We take all reasonable steps 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 on the information you provide. We highly recommend that you:

- let us know if there are any errors in your personal information; and
- keep us up to date with changes to your personal information such as your name or address.

Accessing your personal information

You have the right to access your personal information. If you would like to do so, please let us know. You may be required to put your request in writing for security reasons. Of course, before we provide you with access to your personal information we will require some proof of identity. For most requests, your information will be provided free of charge. However, we may charge a reasonable fee if your request requires substantial effort on our part.

Security

We will not disclose any personally identifiable information obtained from you to other parties or for purposes other than those stated above, unless you provide your written consent to us, with the following exceptions:

- where there are grounds to believe that disclosure is required in order to prevent a threat to health or life;
- where we suspect that unlawful activity is or has been engaged in, such personal information may be used to investigate the suspected unlawful activity; or
- the use is authorised by law or reasonably necessary to enforce the law.

Information that you provide through various means will be kept safe and secure within WASDA.

Contact us

At any time, you may notify us if you do not wish to receive communications from WASDA. Please put this request in writing and send it to the e-mail address above. Should your contact details or address change, please inform us as soon as possible. Should you require more detailed information on the way in which we handle information about you, or should you be concerned about our treatment of this information, please contact us. If you have any queries or concerns about the personal information that we maintain, or if at any time you wish to lodge a complaint in respect of our handling, use or disclosure of your personal information, please provide the details of your complaint in writing to our Chairperson by:

- sending an email to the e-mail address above with the subject line "Attention: Privacy Issue"; or
- sending a letter to the address above with "Privacy Issue" written above the address field.

You can also view the Office of the Australian Information Commissioner website at www.oaic.gov.au.

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