

VICSPORT PRIVACY POLICY

The protection of personal information is important to the Sports Federation of Victoria Inc. trading as Vicsport (**Vicsport**). Vicsport is committed to respecting the right to privacy and the protection of personal information.

This document sets out how Vicsport may collect, hold and use personal information. By providing your personal information to Vicsport, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

Why does Vicsport collect personal information?

"Personal information" is information or an opinion (including information forming part of a database), whether true or not, and whether recorded in material form or not, about an individual whose identity is reasonably apparent, or can be reasonably ascertained, from the information or opinion.

Vicsport collects personal information in order to properly and efficiently carry out its functions, including to provide you requested products and services, and to facilitate the provision of marketing and promotion services that may be of interest to you.

Vicsport uses personal information only for the purposes for which it was provided and for directly related purposes (unless otherwise required by or authorised under law). We may state a more specific purpose at the point we collect your information.

If you do not provide us with the information that we request, we may not be able to provide you with our products or services.

What personal and sensitive information does Vicsport collect?

Personal Information

Personal information is information or an opinion (including information or an opinion forming part of a database) from which it is possible to determine someone's identity.

The information collected by Vicsport about a particular person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth, gender, bank account or credit card details, employment history, school or education institution attended, working with children check, parent or guardian contact information, qualifications or communication history with Vicsport.

Sensitive Information

If it is reasonably necessary in the circumstances, Vicsport may also collect sensitive information (which is a type of personal information) such as your medical history (including details of any health conditions or any allergies you may have), nationality/ethnicity or disability backgrounds.

Sensitive information is afforded a higher level of privacy protection than other personal information. Where you provide sensitive information to Vicsport, you also provide consent to Vicsport collecting it in accordance with this Privacy Policy, unless you tell us otherwise.

How does Vicsport collect personal and sensitive information?

Information may be collected when you:

- (a) become a member of Vicsport or of a other body which is a member of or affiliated with Vicsport (**Vicsport Affiliate**);
- (b) join or register for a Vicsport program;

VICSSPORT PRIVACY POLICY

- (c) enter personal information into, or agree to having your personal information entered into, one of Vicsport's online systems or by completing any Vicsport form;
- (d) subscribe to any publication of Vicsport or a Vicsport Affiliate, including electronic publications;
- (e) provide details to Vicsport or a Vicsport Affiliate in an application, consent form, survey or feedback form;
- (f) enter personal information into, or agree to having your personal information entered into, one of Vicsport's online systems;
- (g) access the Vicsport website (www.vicsport.com.au) or a website of a Vicsport Affiliate;
- (h) contact Vicsport via email, telephone or mail or engage with Vicsport via social media, including but not limited to any engagement with Vicsport via Facebook or Twitter;
- (i) participate in any program, activity, competition or event run, administered or sanctioned by Vicsport or a Vicsport Affiliate (which may include participants submitting photos or videos);
- (j) purchase tickets to a Vicsport or sporting event from Vicsport or an authorised agent;
- (k) purchase merchandise, products or services from Vicsport or an authorised agent or licensee;
- (l) are elected or appointed to the Board or a committee of Vicsport; or
- (m) apply for employment or a volunteer position with Vicsport or a Vicsport Affiliate.

Personal information may also be collected where Vicsport is required to do so by law (for education, child protection obligations, work health and safety laws, equal opportunity, charitable collections, medical treatment or other legislation in Australia).

Providing information

Depending on the circumstances, some types of information will be required and others might be optional. If you do not provide some or all of the information requested, this may affect Vicsport's ability to communicate with you or provide the requested products or services.

By not providing requested information, you may jeopardise your ability to participate in programs or competitions or apply for employment or volunteer positions with Vicsport or a Vicsport Affiliate. If it is impracticable for Vicsport to deal with you as a result of you not providing the requested information or consent, Vicsport may refuse to do so.

Collection from third parties

Vicsport or a Vicsport Affiliate may collect personal information regarding a child from the parent or other responsible person associated with that child.

In many circumstances, Vicsport collects information from Vicsport Affiliates or other third parties.

Examples of such third parties could include, without limitation, Victorian State Sporting Associations, VicHealth, Sport and Recreation Victoria, Schools and other Education institutions, the Australian Sports Commission, the Australian Sports Anti-Doping Agency, non-affiliated organisations or government and law enforcement bodies.

Information storage and protection

Vicsport stores information in different ways, including in paper and electronic form.

Much of the information we collect from and about our members and from or about people who register their interest in Vicsport is added to Vicsport's database. When your information is entered

VICSSPORT PRIVACY POLICY

into Vicsport's database, the information may be combined or linked with other information held about you.

Security of personal information is important to Vicsport. Vicsport has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures Vicsport uses include strict confidentiality requirements of our employees, volunteers, Vicsport Affiliates and service providers, security measures for system access and security measures for our website.

How does Vicsport use and disclose personal and sensitive information?

Use

Vicsport, and third parties to whom we may disclose personal information in accordance with this Privacy Policy, may use your personal information to:

- (a) verify your identity;
- (b) complete background checks;
- (c) research, develop, run, administer, conduct and market competitions, programs, activities and other events related to Vicsport;
- (d) research, develop and market products, services, merchandise and special offers made available by us and third parties including but not limited to Vicsport Affiliates and our licensees, preferred suppliers or sponsors; see [Direct marketing](#).
- (e) to enable us, corporate partners, preferred suppliers and sponsors, as well as their related bodies corporate, to market and promote their products and services to you;
- (f) respond to emergency situations involving or requiring medical treatment;
- (g) administer, manage and provide you with access to the Vicsport website; and
- (h) keep you informed of news and information relating to various Vicsport and sporting events, activities and opportunities via various mediums.

Vicsport may use health information to ensure that programs we operate are run safely and in accordance with any special health needs participants may require. Health information may also be kept for insurance purposes. In addition, we may use de-identified health information and other sensitive information to carry out research, to prepare submissions to government, or to plan events and activities.

Disclosure

Vicsport may disclose your personal information to a range of organisations which include, but are not limited to:

- (a) Vicsport Affiliates;
- (b) companies we work with in staging events;
- (c) companies we engage to carry out functions and activities on Vicsport's behalf, including direct marketing; see [Direct marketing](#).
- (d) our third party service providers in connection with any of the categories of use identified above;
- (e) our professional advisers, including our accountants, auditors and lawyers;
- (f) our insurers;

VICSPORT PRIVACY POLICY

- (g) relevant sporting bodies such as the Australian Sports Commission, the Australian Sports Anti-Doping Authority, Australian Institute of Sport, various National Sporting bodies, Federal and State Departments of Sport amongst others; and
- (h) in other circumstances permitted by law; see [Other Disclosures](#).

In some circumstances, personal information may also be disclosed outside of Australia. In such circumstances, Vicsport will use its best endeavours to ensure such parties are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are suitably similar to the Australian Privacy Principles.

Direct marketing

We will use non-sensitive personal information to provide better services and for marketing purposes (including disclosure of such information to service providers acting on our behalf).

If you do not wish to receive email, SMS or posted offers from Vicsport, you may opt-out by using the link provided. Alternatively, you may advise us at any time by contacting Vicsport via the contact details set out in this policy.

Other disclosures

In addition, Vicsport may also disclose personal information:

- (a) with your express or implied consent;
- (b) when required or authorised by law;
- (c) to an enforcement body when reasonably necessary; or
- (d) to lessen or prevent a threat to an individual or public health or safety.

Vicsport website

When users visit the Vicsport website, our systems may record certain information about their use of the site, including the web pages visited and the time and date of their visit. Vicsport uses this information to help analyse and improve the performance of the Vicsport website.

In addition we may use “cookies” on the Vicsport website. Cookies are small text files that help a website to remember the preferences of users to improve the experience of using that website. In some cases, the cookies that we use may collect some personal information. Vicsport will treat this information in the same way as other personal information we collect. You are free to disable cookies on your internet browser to prevent this information being collected; however, you will lose the benefit of the enhanced website experience that the use of cookies may offer.

Websites linked to the Vicsport website are not subject to Vicsport's privacy standards, policies or procedures. Vicsport cannot take any responsibility for the collection, use, disclosure or security of any personal information that you provide to a third party website.

Accessing and seeking correction of information held by Vicsport

Vicsport will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly.

We encourage all users to regularly review and update their personal information. If you would like to access personal information that we hold about you, we require you to put your request in writing. If we do not allow you access to any part of the personal information we hold about you, we will tell you why.

VICSSPORT PRIVACY POLICY

Individuals may also request access to their personal information held by us by making a request via the contact details set out below. We will respond to your request for access within 14 days and endeavour to provide the requested information within 30 days. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will see that it is corrected.

Resolving privacy issues and complaints

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made to Vicsport in one of the following ways:

- **By telephone** on (03) 9698 8100
- **Write to:**

Privacy Officer
Vicsport
Level 3 Sports House
375 Albert Road
South Melbourne VIC 3205
- **By email** to admin@vicsport.com.au

We will respond to your complaint within a reasonable period and try to resolve your complaint for you. If we are unable to resolve your complaint or you are unhappy with the outcome, you can contact the Office of Australian Information Commissioner via its enquiries line 1300 363 992 or website <http://www.oaic.gov.au> to lodge a complaint.

For further information on Vicsport's management of personal information, please contact Vicsport.

Vicsport may amend this Privacy Policy from time to time.

Date: 22 October 2018