



## **PRIVACY POLICY**

### ***POLICY PURPOSE***

Australian Womensport and Recreation Association Inc. trading as Women Sport Australia (WSA) collects personal information to enable us to conduct and administer our business functions and to market and provide our products and services. 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.

WSA 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.

This privacy policy describes the manner in which WSA may collect, hold and use personal information. By providing your personal information to WSA, you consent to its use, storage and disclosure in accordance with this privacy policy.

### ***PERSONAL INFORMATION***

"Personal information" means information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified individual or an individual who is reasonably identifiable.

### ***COLLECTION OF INFORMATION***

WSA provides a range of products and services including, but not limited to, leadership and mentoring programs. We collect personal information to enable us to achieve our goals. The information we collect may be used to, among other things, comply with legal requirements and to market and/or provide WSA products, services and programs.

Generally, WSA will collect personal information directly from you. WSA may, at times, collect information from publicly maintained records, if that collection is reasonably necessary for WSA's legitimate functions or activities.

Personal Information collected will differ depending on the relevant product or service provided, and may include, but is not limited to: your name, address, date of birth, age, gender, telephone number, email address, social media details, sport/recreation interests, level of sport/recreation involvement and any other information provided.

WSA may also collect non-personally identifiable information, such as your IP address, browser type, web pages visited etc.

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 products or services we offer. If it is impracticable for WSA to deal with you in circumstances where you have not provided the information or consent that it has requested, it may decline to do so.

### ***USE, STORAGE & DISCLOSURE OF INFORMATION***

Our use and disclosure of information about you is dictated by any service you take up with WSA. Any personal information you provide to WSA will be used for those purposes for which the information was gathered and related purposes that can be reasonably expected, for example program delivery, marketing, newsletter communications and IT support.

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 and to comply with this privacy policy. For example, we may use an IT vendor to develop, test and maintain our website and IT systems.

### ***COOKIES***

WSA may use "cookies" to personalise and simplify your access to and use of our website. Cookies are small pieces of information sent by a web server and stored by your browser on your computer's hard drive so it can later be read back from that browser. This allows your browser to remember some specific information and may enhance your user experience of the website.

You can configure your browser to accept all cookies, reject all cookies, or notify you when a cookie is sent. Each browser is different, so check the 'Help' menu of your browser to learn how to change your cookie preferences.

If you disable the use of cookies on your web browser or remove or reject specific cookies from our website or linked sites then you may not be able to gain access to all of the content and facilities in those websites.

### ***MARKETING INFORMATION***

WSA 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.

WSA may also use your personal information for the purposes of direct marketing in relation to promotional activities where it is impracticable for us to obtain your prior written consent. However, when WSA does this, we will provide an express option for you to decline receiving any further marketing communications from WSA, via an opt out mechanism.

Unless you advise us in writing that you do not want us to do so, WSA may use your personal information for the purpose of providing you with special 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 WSA or our partners.

### **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 recommend that you:

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

### **SECURITY**

WSA 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 WSA suspects 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 is protected by reasonable safeguards which may include firewalls and encryption.

If WSA finds that it has no further need for your personal information it may remove it from its IT Systems and destroy all record of it.

### **YOU CAN ACCESS 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.

### **CONTACT US**

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 via email at [secretary@womensportaustralia.com.au](mailto:secretary@womensportaustralia.com.au).

WSA will investigate your queries and/or complaints within a reasonable period of time and will notify you of the outcome of our investigation.

From time to time, WSA will review and update this privacy policy to adapt to changing business practices, and to take into account new laws and technology.

You can also view the Privacy Commission website on [www.privacy.gov.au](http://www.privacy.gov.au).

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