

## Privacy Policy

As at January 2019

### POLICY OBJECTIVE/AIM

This policy is to protect an individual's right to keep their personal information private and commits the Australian Masters Games (AMG) to providing a responsible handling of all information collected in compliance with our obligations under the Privacy Act 1988.

### POLICY KEY PRINCIPLES

AMG collects personal information in order to properly, efficiently and safely carry out its functions, including to provide you with the requested products and services, and event participation you seek.

AMG 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.

AMG may use your information in a variety of ways, including:

- sending you details of activities either by email, regular mail or phone;
- maintaining participant and volunteer relationships;
- providing relevant information to the Sporting Body who is engaged to deliver the sport for which you are registered;
- assisting with future Games participation;
- executing pre-agreed 3rd party partnership arrangements through the communication of information and/or promotional offers. All communication in this manner will be generated and distributed by AMG. AMG will not provide participant contact information for the inclusion or addition to ongoing 3rd party\* promotional databases.

\* See Disclosure of Participant Information regarding 3rd party Community Partners.

Information will only be used in a way that is reasonably expected. It will not be disclosed to a third party without permission from the participant or volunteer.

We may also be required, by law, to provide personal information about participants and volunteers to other external organisations.

### COLLECTION OF PERSONAL INFORMATION

Information may be collected when you:

1. enter personal information into, or agree to having your personal information entered into, one of AMG's online registration systems;
2. access the AMG website;
3. contact AMG via email, telephone or mail, or engage with AMG via social media;
4. apply for employment or a volunteer position with AMG or an AMG Affiliate.

### PROCEDURES/PROCESSES

#### Sensitive Information

If it is reasonably necessary in the circumstances, AMG may collect sensitive information such as your medical history or disability backgrounds. If an instance arises where the information is required we will gain consent of the participant or volunteer. For the purpose of this policy, "sensitive information" means not only

personal information defined as “sensitive” in the Privacy Act 1988, (such as information about sexual preference, political affiliations, religious beliefs etc.) but also “health information” as defined by the Privacy Act 1988.

### **Security of Information**

AMG will take reasonable steps to ensure that all information is kept securely, and any manual copies disposed of when it is no longer necessary to retain them to fulfil the purposes for which the information was collected.

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

### **Accuracy of Information**

AMG will take reasonable care to ensure that information is kept accurate, complete and up-to-date. AMG will tell participants/volunteers why we are collecting their information and how they can get access to the information that we hold about them, if required.

### **Disclosure of Participant Registration Information**

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

1. AMG affiliated organisations that are engaged to carry out functions/activities on AMG’s behalf, including direct marketing;
2. 3rd party Community Partners for the purpose of generating tax deductible donation receipts and ongoing Community Partner information, if the participant chooses to make a donation to that 3rd party Community Partner as part of the AMG Online Registration System;
3. our professional advisers, including our accountants, auditors and lawyers;
4. relevant sporting bodies who are engaged to deliver the sport for which you are registered, such as State/National sporting bodies, Australian Sports Anti-Doping Authority, Confederation of Australian Sport amongst others; and
5. in other circumstances permitted by law.

### **POLICY DOCUMENTATION & OTHER RELATED POLICIES**

N/A