



ATHLETICS NORTHERN TERRITORY INCORPORATED PRIVACY POLICY

This Policy was adopted by the Board on Athletics Northern Territory on 5th February 2008.

Athletics Northern Territory (NT) is committed to the protection of your personal information in accordance with the requirements of the National Privacy Policy contained in The Privacy Act (1988), as amended, and the respective regulations (collectively known as the “Privacy Legislation”). Unless an individual gives Athletics NT consent to act otherwise, the following Policy governs how Athletics NT handles personal information of individuals. It is a policy of Athletics NT not to interfere with an individual’s privacy rights in the way it collects, uses or disseminates personal information.

In general, there are four categories of persons whom Athletics NT recognizes will be affected by this Privacy Statement. These are:

1. Those athletes and athlete officials who are registered with a member of Athletics NT;
2. Any person who participates in an athletic or related event organised or conducted under the control, auspices or patronage of Athletics NT;
3. Members of the Board of Athletics NT; and
4. Employees of Athletics NT.

As a general rule, Athletics NT will:

- Not collect personal information unless it is necessary for its business activities;
- Only collect personal information lawfully and fairly;
- Not use or disclose personal information about an individual for a purpose other than that for which it was collected unless such use or disclosure would be reasonably expected or has been expressly authorised by the individual concerned;
- Take reasonable steps to ensure that the personal information it holds is accurate, complete and up-to-date;
- Take reasonable steps to protect personal information from misuse or loss;
- Where necessary, take reasonable steps to let a person know what sort of personal information it holds;
- Where necessary and requested by the individual concerned, provide the individual with access to personal information held in relation to that individual;
- With some exceptions, only transfer such information to someone in a foreign country if that country has privacy laws similar to the Privacy Legislation; and
- Not collect sensitive information without the consent of the individual concerned.

“Personal information” encompasses all information that allows the identity of a person to be ascertained such as names, addresses, contact details and the like.

“Sensitive information” includes political opinions, religious beliefs, professional or trade association memberships, sexual preferences and health information about an individual.

In relation to the four classes of persons set out above, the types of information that will normally be collected and disseminated are as follow:

A. Persons registered with a member of Athletics NT

Athletics NT will store on its database, the name, date of birth, address, contact details and such details of past sporting performances of persons registered with a Athletics NT. Unless Athletics NT obtains the prior consent of the individual person concerned, it will not disclose such information to third parties but may itself use this information for the purpose of furthering the interest and affairs of Athletics NT and entities with which it is associated.

Note: sensitive information including medical and anti-doping details concerning elite athletes registered with Athletics NT. Athletics NT will only disclose such information to relevant third parties, such as the IATF, ASDA or medical authorities, if deemed by the Board to be necessary for the athlete's wellbeing or to comply with the rules of the sport or any legislative requirements.

B. Participants in Athletics NT organised sporting or related events

Athletics NT will collect such details as the name, address and contact details of participants in all sporting or related events organised or conducted under the control, auspices or patronage of Athletics NT. In this instance, the information may be collected by an event organiser on behalf of Athletics NT.

C. Board Members

Athletics NT will collect details such as the date, place of birth, address and contact details of individual board members. In accordance with the requirements of the Corporations Act, it will also require board members to disclose any material interest they may have in relation to any particular transaction Athletics NT undertakes as well as a member's shareholding in certain corporations. Except with the consent of the board member concerned, Athletics NT will only disclose such information to regulatory bodies such as the Australian Securities and Investment Commission, fellow board members or to such persons the General Manager deems necessary for the proper conduct of the business of Athletics NT.

D. Staff Members

Employee records are information of a current or past employee's:

- Contact details, performance or wages;
- Engagement, terms and conditions and hours of employment;
- Training, disciplining, resignation or termination;
- Recreation, long service, sick, personal, maternity, paternity or other leave; and
- Taxation, banking or superannuation affairs and trade union membership, if applicable.

Athletics NT will only disclose employee records to its General Manager and Board and where necessary, staff members, insurance companies, consultant, advisor or such other persons for the proper conduct of its business or to comply with legal requirements.

Use of personal information for Athletics NT's business activities

Athletics NT intends to use the information collected in any of the above categories for the development of the sport of athletics, to keep persons informed about the sport, its activities and related products and for direct marketing purposes. Where possible, Athletics NT will only disclose such information where it has obtained the written consent of the individual concerned. In this instance, Athletics NT will provide an express option for persons to decline receiving marketing communications with Athletics NT, via an opt-out mechanism. Athletics NT will only send you mails or emails if you have elected to receive them or if they are in response to a mail or email Athletics NT receives from you.

At any time, you may notify Athletics NT should your contact details change or if you do not wish to receive marketing materials or any other communications from Athletics NT, by either telephoning Athletics NT on (08) 8945 1979 or sending a request in writing to the below address:

Athletics Northern Territory
PO Box 40375, Casuarina, NT, 0811
info@ntathletics.org.au

Disclosure without prior authorisation

In certain circumstances, Athletics NT may be authorised by law to disclose your personal information even where such written consent has not been provided:

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

Further Information and Future Changes

For further information on Athletics NT management of personal information and the Privacy Policy, please contact Athletics NT on (08) 8945 1979.

The Board of Athletics NT may amend this Policy in accordance with amendments to the Privacy Act and the Northern Territory Information Act 2002.

Adopted by the Board of Athletics NT on 5th February 2008.