



Australian
Calisthenic
Federation

Privacy Policy

Effective from 03/2015



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1. The Australian Calisthenic Federation Privacy Policy

The Australian Calisthenic Federation (ACF) respects the privacy of all members and is committed to protecting personal information. This document sets out how the ACF will protect personal information including all forms of information and information stored on the ACF National Data Base.

The Privacy Act (1988) (the Act) regulates the handling of personal information in Australia. The Act does not apply to 'small businesses' defined as those with under \$3m turnover and that do not provide a health service. As such, the requirements in the Act are not mandatory for ACF or State and Territory Associations (SSAs). Nevertheless ACF believes that practices espoused in the Act represent best practise for handling personal information.

This policy applies to each SSA and affiliated membership bodies such as coaching and adjudicating bodies if they have not chosen to adopt a separate privacy policy. .

What is 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 a person's identity. Examples of personal information include a member's name, postal address, telephone number, email address and Calisthenic achievements.

2. How your personal information is collected

We collect personal information in a number of ways:

- directly from members, for example, information provided over the telephone, enrolment form, email, in an application form or competition entry form or purchase submitted through the ACF web site. By disclosing this information, you consent to its use, storage and disclosure in accordance with this privacy policy.
- from third parties, such as the SSAs.
- from the parent or other 'responsible person' associated with a child (Under 18 years).

3. Personal information held

The personal member information collected and held includes:

- name, address, email address, age, gender, contact information
- club, state and national participation history
- accreditations such as coaching levels, pupil skills and results, adjudicator and examiner levels
- adjudicator, examiner and coach training records
- coaching history
- details of items ordered or purchased from ACF
- background checks including police checks and working with children checks
- other information provided voluntarily by members, for example in response to surveys or competitions
- fees.

4. Purpose of collecting your personal information and how personal information is used

ACF and SSAs may use personal information for the primary purpose for which it was collected and secondary purposes related to the primary purpose. Such primary and secondary purposes may include:

- our general operations
- verification of identity
- develop, run, administer and market competitions, programs, activities and other events relating to calisthenics
- market products, services, merchandise and special offers made available by the ACF or the SSAs or our respective corporate partners, licensees, suppliers and sponsors
- administer and manage our respective web sites and provide members with access to those web sites
- keep members informed of news and information (such as advance notice of ticket sales) relating to calisthenics
- research and develop new competitions, programs, activities and other events relating to calisthenics
- research and develop new products, services and merchandise relating to calisthenics
- communicating with you
- responding to your inquires or complaints
- meeting our legal and regulatory obligations
- conducting, improving and developing a relationship with you.

We will take reasonable steps to ensure that you are aware of:

- the likely use of the information
- the right of access to the information
- the identity and contact details of our employee/representative collecting your personal information
- any law requiring collection of the information
- the main consequences of failure to provide your personal information.

Unsubscribe facility

If you do not wish to receive our newsletters, publications and other non-registration related communications, you can unsubscribe by either:

- using the unsubscribe facility at the bottom of any email. This will be actioned automatically and stop contact from the ACF and your SSA and affiliated membership bodies, or
- contacting our Executive Officer at eo@calisthenicsaustralia.org which will be actioned within three days.

5. Access to your personal information

We acknowledge that you have a general right of access to information concerning you, and to have inaccurate information corrected.

You are able to access the personal information we hold about you by logging into the National Database via <http://members.calisthenicsaustralia.org>. Once registered in the database you use the registered e-mail address as your username. For first time access select 'forgot password' and enter your e-mail address. A random password will be sent to your e-mail account to gain access. Once logged in you can edit your profile to change your password.

If you are having issues accessing your account please e-mail eo@calisthenicsaustralia.org to have the issue resolved. We will reply to your request for assistance within 30 days of notification by you.

6. Who has access to your personal information in the Data Base?

Access to your own records	Through specific password access, you can view all your own records and can update some personal details.
Club level	Through specific password access, only your authorised club representative/s have access to your information. Note: The approvers for access as a club representative can only come from the Club President.
SSAs Affiliated Membership bodies	Through specific password access, only your SSA or Affiliated Membership Body has access to your information. If another state or body wants to contact you, it must do so through the SSA, Affiliated Membership Body or ACF – whichever has the rightful access to that information. Through specific password access, only the state coaching association has access to coaches' records. Through specific password access, only the state Adjudication Association has access to adjudicators' records. Note: The approvers for access as a state representative can only come from the State President.
National level	Through specific password access, only: <ul style="list-style-type: none"> • Director of Coaching has access to coaches' details • Director of Pupil Skills has access to pupils' skills records • Director of Adjudication has access to adjudicators' records • Director of Information and Communication Technology has access to all records for the purposes of: <ul style="list-style-type: none"> ○ updates and record amendments ○ issue of national information and promotional material ○ information flows to bona fide associated bodies

	<ul style="list-style-type: none">○ day to day support and updates of the National Database <p>Note: The approvers for access as a national representative can only come from the ACF President.</p>
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7. Disclosure of personal information outside Calisthenics

ACF and SSAs may disclose personal information to:

- organisations involved in calisthenics and sporting programs and initiatives in Australia for example Pan Pacific Masters Games Organising Committee
- Companies that ACF and SSAs has engaged to carry out functions and activities on its behalf
- Calisthenic professional advisers, including its accountants, auditors and lawyers;
- ACF insurers
- The Australian Institute of Sport and state governing sporting bodies
- organisations as required or authorised by law
- the wider Calisthenic public in competition programs and results listings but restricted to names, clubs and states.

When information is required by these bodies:

- ACF or the SSA will call for a copy of that body's Privacy Policy
- If the Privacy Policy is regarded as rigorous by the ACF Director of Information and Communication Technology, only information pertinent to their dealings with ACF will be released.

Clubs, SSAs and ACF will **not** sell or disclose personal records to any other organisation.

8. Password security

Administrators and Registrars of the National Database must not disclose the password to any unauthorised person.

9. Images

No image of any Calisthenic member will be publicised in any form without the express permission of the member or parent/guardian.

10. How your personal information is stored and secured

We take reasonable steps to protect your personal information from loss, misuse or unauthorised access by restricting access to the information in electronic format and by appropriate physical and communications security.

If a substantial data breach has or may have occurred (for example, your personal information was shared with unauthorised persons) we will notify you as soon as is practicable.

We only keep your personal information for as long as it is required for the purpose for which it was collected or as otherwise required by law. We will take appropriate measures to destroy or permanently de-identify your personal information if we no longer need to retain it.

These measures may vary depending on the type of information concerned, the way it was collected and how it was stored.

11. Web sites

The ACF and SSA website systems may record certain information about visitors (such as which web pages were visited and the time and date of the visit). This information is used to help analyse and improve the performance of the web sites.

In addition, ACF and SSAs may use 'cookies' on the web sites. Cookies are small text files that help a web site to remember your preferences and improve your experience of using that web site.

Using cookies is standard practice for most large web sites. In some cases, the cookies may collect some personal information and the information will be treated in the same way as other personal information collected.

Visitors to the websites can disable cookies on their internet browser.

ACF has engaged an external supplier to help analyse how the ACF web site is used. This analysis is performed using data collected from the web site. However, this information is not intended to and will generally not include any personal information.

ACF may also collect Internet Protocol (IP) addresses when individuals access and use the web sites. IP addresses are assigned to computers on the internet to uniquely identify them within the global network of computers which makes up the internet.

ACF may collect and manage IP addresses for internet session management and security purposes.

12. Accuracy of your personal information

ACF and SSAs take all reasonable precautions to ensure that the personal information collected, used and disclosed is accurate, complete and up-to-date. However, they rely on the accuracy of personal information provided both directly and indirectly.

If you believe your information is incorrect, incomplete or not current, you can request that we update this information by contacting your Club or State Registrar or through the ACF Executive Officer. You can contact our Executive Officer at eo@calisthenicsaustralia.org.

We will correct information we hold about you if we discover, or you are able to show to a reasonable standard, the information is incorrect. If you seek correction and we disagree that the information is incorrect, we will provide you with its reasons for taking that view.

13. Collecting sensitive information

ACF does not collect sensitive information, unless it is specifically relevant and necessary for the purpose of our activities and functions, and your consent is first obtained. All sensitive information that is collected is used in accordance with this privacy policy.

14. Government identifiers

We do not use government identifiers (e.g. tax file numbers or Medicare numbers) to identify individuals.

15. Anonymity when dealing with us

Only where it is practicable to do so, we may allow you the option not to identify yourself when dealing with us.

16. Changes to this Privacy Policy

From time to time, the ACF Council may change this Privacy Policy to reflect changing business practices. Any amendments will be notified through the ACF and SSA websites.

17. Feedback

If you have any comments or complaints about how ACF has handled your personal information, please contact the ACF Executive Officer at eo@calisthenicsaustralia.org