



Australian
Calisthenic
Federation

PRIVACY POLICY

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Australian Government
Australian Sports Commission

VERSION CONTROL

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CHANGE MANAGEMENT HISTORY

Amendment Date	Version No	Page Numbers Edited	Description of Change
15 March 2015	01	All	ACF original privacy policy document
March 2017	02	All	Adoption of CVI privacy policy with additional ACF inclusions

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1 CONTEXT:

The Australian Calisthenic Federation (ACF) recognises the importance of protecting the privacy and the rights of individuals and our members in relation to their personal information. This document is ACF's Privacy Policy and it tells you how we collect and manage your personal information.

We respect your rights to privacy under the Privacy Act 1988 and it is our intention to comply with the Act's requirements in respect of the collection, management and disclosure of your personal information.

The Privacy Act 1988 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 Sporting Associations (SSA's). Nevertheless, ACF believes that practices espoused in the ACT represent best practice for handling of personal information.

This policy applies to each SSA and affiliated membership bodies of the ACF.

2 WHAT IS YOUR PERSONAL INFORMATION?

When used in this privacy policy, the term "personal information" has the meaning given to it in the Act. In general terms, it is any information that can be used to personally identify you. This may include your name, address, telephone number, email address and profession or occupation. If the information we collect personally identifies you, or you are reasonably identifiable from it, the information will be considered personal information.

3 WHAT PERSONAL INFORMATION DO WE COLLECT AND HOLD?

We may collect the following types of personal information:

- name;
- date of birth;
- mailing or street address;
- email address;
- telephone number;
- image;
- related calisthenic competition results, pupil skills and other related competition information;
- background checks including but not limited to police checks and working with children checks;
- any additional information relating to you that you provide to us directly, or indirectly through our website or online presence, your club, your SSA or otherwise; and
- information you provide to us through membership forms, competition forms and/ or survey.

We may also collect some information that is not personal information because it does not identify you or anyone else. For example, we may collect anonymous answers to surveys or aggregated information about your participation in Calisthenics.

4 HOW DO WE COLLECT YOUR PERSONAL INFORMATION?

We collect your personal information directly from you and your SSA, unless it is unreasonable or impracticable to do so. When collecting personal information, we may collect in ways including:

- Through your access and use of our website or online presence (e.g. Facebook and Instagram);
- During conversations between you and the representative of our organisation;
- When you complete a membership application with your SSA;
- Register to attend competitions or events;

- Subscriptions ie. Newsletter's and other ACF communications; and
- Completion of surveys.

5 WE COLLECT, HOLD, USE AND DISCLOSE YOUR PERSONAL INFORMATION FOR THE FOLLOWING PURPOSES:

- To maintain accreditation with the Australian Sports Commission;
- To provide services and relevant information pertaining to your membership and to send communications requested by you;
- To answer enquiries and provide information;
- To assess the performance of the website and social media to improve the operation of the website;
- To conduct business processing functions for example including providing personal information to ACF relevant committees;
- For the administration, planning, product or service development, quality control and research purposes of ACF and its committees;
- For the marketing (including direct marketing) purposes of ACF;
- To process and respond appropriately to any complaint made by you; and
- To comply with any law, rule, regulation, lawful and binding determination, decision or direction of a regulator, or in co-operation with any governmental authority of any country.

Your personal information will not be shared, sold, rented or disclosed other than as described in this Privacy Policy.

6 TO WHOM MAY WE DISCLOSE YOUR INFORMATION?

We may disclose your personal information to:

- Our volunteers, contractors or service providers for the purposes of operation of our website or our business, fulfilling requests by you, and to otherwise provide products and services to you; and
- Any organisation for any authorised purpose only with your express consent ;
- Where the use or disclosure of the information is required or authorised by or under an Australian law or a court/tribunal order.

Our contractors or service providers may include, without limitation: our website developer, web hosting providers, IT systems administrators, debt collectors, and professional advisors such as accountants, business advisors and solicitors.

7 DIRECT MARKETING MATERIALS

We may send you direct marketing communications and information about our products and services that could be of interest to you. These communications may be sent in various forms, including mail and email, in accordance with applicable marketing laws, such as the Spam Act 2003. If you indicate a preference for a method of communication, we will endeavour to use that method whenever practical to do so. In addition, at any time you may opt-out of receiving marketing communications from us by contacting us (see the details below) or by using opt-out facilities provided in the marketing communications and we will then ensure that your name is removed from our mailing list. We do not provide your personal information to other organisations for the purposes of direct marketing.

8 HOW CAN YOU ACCESS AND CORRECT YOUR PERSONAL INFORMATION?

You may request access to any personal information we hold about you at any time by contacting us (see the details below). Where we hold information that you are entitled to access, we will try to

provide you with suitable means of accessing it (for example, by mailing or emailing it to you) or by provision of an online login so you may keep your own personal details up to date.

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.

There may be instances where we cannot grant you access to the personal information we hold. For example, we may need to refuse access if granting access would interfere with the privacy of others or if it would result in a breach of confidentiality. If that happens, we will give you written reasons for any refusal.

9 WHO HAS ACCESS TO YOUR PERSONAL INFORMATION IN OUR DATABASE?

Access 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.
SSA's and 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"> o updates and record amendments o issue of national information and promotional material o information flows to bona fide associated bodies o day to day support and updates of the National Database Note: The approvers for access as a national representative can only come from the ACF President.

10 WHAT IS THE PROCESS FOR COMPLAINING ABOUT A BREACH OF PRIVACY?

If you believe that your privacy has been breached, please contact us using the contact information below and provide details of the incident so that we can investigate it.

11 WILL ACF DISCLOSE YOUR PERSONAL INFORMATION TO ANYONE OUTSIDE AUSTRALIA?

We do not disclose your personal information to anyone located outside of Australia.

11 SECURITY

We will take reasonable steps to ensure your personal information is protected from misuse and loss and from unauthorised access, modification or disclosure. We may hold your information in either electronic or hard copy form.

Administrators and Registrars of our National Database must not disclose passwords or sell personal records to any other organization.

As our website is linked to the internet, and the internet is inherently insecure, we cannot provide any assurance regarding the security of transmission of information you communicate to us online. We also cannot guarantee that the information you supply will not be intercepted while being transmitted over the internet.

Accordingly, any personal information or other information which you transmit to us online is transmitted at your own risk.

12 LINKS

Our website may contain links to other websites operated by third parties. We make no representations or warranties in relation to the privacy practices of any third party website and we are not responsible for the privacy policies or the content of any third party website. Third party websites are responsible for informing you about their own privacy practices.

13 CONTACTING US

If you have any questions about this privacy policy, any concerns or a complaint regarding the treatment of your privacy or a possible breach of your privacy, please contact us using the details set out below.

We will treat your requests or complaints confidentially. Our representative will contact you within a reasonable time after receipt of your complaint to discuss your concerns and outline options regarding how they may be resolved. We will aim to ensure that your complaint is resolved in timely and appropriate manner.

Please contact us at:

Australian Calisthenic Federation

Director of Information, Communication & Technology

PO Box 58, Belair, South Australia, 5052

Email: ict@calisthenicsaustralia.org

14 CHANGES TO OUR PRIVACY POLICY

We may change this privacy policy from time to time. Any updated versions of this privacy policy will be posted on the ACF website.