

PRIVACY POLICY

1.19

Orienteering Australia takes the privacy of its members seriously. Whilst Orienteering Australia and its affiliates fall below (except with respect to sensitive information) the size threshold over which private-sector organisations are required to comply with the Privacy Act, Orienteering Australia complies with the Act's principles as a matter of good practice.

1 The Executive Officer shall be the Privacy Officer of Orienteering Australia with responsibility for the administration of this policy and the development and management of appropriate practices in accordance with the policy.

2 Orienteering Australia encourages all member State/Territory Associations to adopt privacy policies compatible with that outlined below.

3 Within Orienteering Australia and its member Associations, personal information is collected for a number of purposes

- membership data / information
- event registration (entry forms) and results
- team / squad registration (including health and medical details)
- team / squad / officials feedback forms
- surveys (carried out from time to time)
- applications for positions in Orienteering Australia
- provision of information to and from the IOF, and agencies such as the ASC, ASADA and other anti-doping organisations, and the Australian Sports Foundation.
- photographs of orienteers (to be used in publications, publicity, etc.)

The above can include information in printed or electronic form, including on websites.

4 For all of the above:

- Information must only be collected that is necessary, lawful and practicable.
- The details of the organisation/representative collecting information must be disclosed together with the purposes for collecting the information.
- Where practicable, the person providing the information shall be given the opportunity to remain anonymous, and not to be included in publicly available documents such as membership directories.
- Individuals must be advised on:
 - their right to access files in which their personal information is included,
 - on their right to inspect and if necessary correct any of the information held regarding their personal data, and
 - their right to complain about possible breaches of privacy.
- Where sensitive information (see Appendix 1 for a definition) is required (such as for teams travelling interstate or overseas), individuals should be informed of:
 - the necessity to provide all the required information;
 - the risks to them if the requisite information is not provided;
 - how the information is retained; and
 - after what period the information will be destroyed.

5 Information contained in membership databases relating to a member may, unless directed otherwise by that member, be shared between

Orienteering Australia and the State Association and club of that member. An individual's membership status may also be disclosed to event organisers and other authorised officials for purposes such as ascertaining that individual's eligibility for competitions, or for other rights or privileges of membership (such as reduced entry fees).

6 Orienteering Australia and its affiliated State Associations and clubs publish, from time to time, photographs of participants in orienteering events in printed publications, on websites or through social media channels. Orienteering Australia will, upon request by an individual or their parent/guardian (either prior to or after publication), remove, de-identify or not publish such photographs. (Further material relating to photography, particularly of minors, is contained in the Member Protection Policy).

7 Except as provided for in clauses 3 and 5 above, Orienteering Australia will not disclose information to any other person or organisation except where there is a legal requirement to do so (in particular, requirements under state incorporation laws relating to registers of members), the individual specifically consents to do so, or where Orienteering Australia adopts a specific policy to do so.

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SENSITIVE INFORMATION

The Australian Privacy Act 1988, as amended by ACT No 73 of 2008 defines sensitive information as set out below

sensitive information means:

- (a) information or an opinion about an individual's:
 - (i) racial or ethnic origin; or
 - (ii) political opinions; or
 - (iii) membership of a political association; or
 - (iv) religious beliefs or affiliations; or
 - (v) philosophical beliefs; or
 - (vi) membership of a professional or trade association; or
 - (vii) membership of a trade union; or
 - (viii) sexual preferences or practices; or
 - (ix) criminal record;that is also personal information; or
- (b) health information about an individual; or
- (c) genetic information about an individual that is not otherwise health information.