



# WAEBF Privacy Policy

## 1. Introduction

West Australian Eight Ball Federation (WAEBF) is committed to providing members with the highest levels of membership service. This includes protecting members' privacy. WAEBF is bound by the [Commonwealth Privacy Act 1988](#), which sets out a number of principles concerning the protection of an individual's personal information.

The aim of these laws is to ensure that organisations handle personal information responsibly and provide a consistent approach to its collection, use and disclosure. These laws also give the individual rights such as access to their personal information and the ability to correct it, if needed.

This document sets out how WAEBF may collect, hold and use personal information. By providing your personal information to WAEBF you consent to its use, storage and disclosure in accordance with this Privacy Policy.

## 2. What is Personal Information

"Personal information" is information or an opinion (including information forming part of a database), whether true or not, and whether recorded in material form or not, about an individual whose identity is reasonably apparent, or can be reasonably ascertained, from the information or opinion.


WAEBF collects personal information in order to properly and efficiently carry out its functions, including to provide you requested products and services, and to facilitate the provision of marketing and promotion services that may be of interest to you.

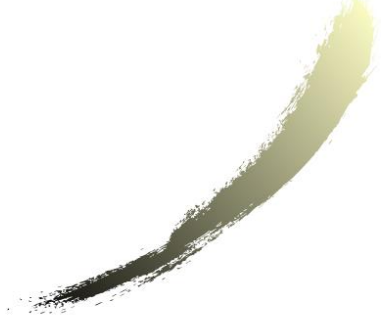
WAEBF uses personal information only for the purposes for which it was provided and for directly related purposes (unless otherwise required by or authorised under law). We may state a more specific purpose at the point we collect your information.

If you do not provide us with the information that we request, we may not be able to provide you with our products or services.

## 3. What Personal Information does WAEBF Collect

The information collected by WAEBF about a particular person will vary depending on the circumstances of collection. It may include,





but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth, gender, credit card details, driver's licence number, passport number, insurance details, employment history, working with children checks, police checks, qualifications or communication history with WAEBF.

### **3.1 Sensitive Information**

If it is reasonably necessary in the circumstances, WAEBF may also collect sensitive information (which is a type of personal information) such as your medical history, nationality or disability backgrounds.

Sensitive information is afforded a higher level of privacy protection than other personal information. Where you provide sensitive information to WAEBF, you also provide consent to WAEBF collecting it in accordance with this Privacy Policy, unless you tell us otherwise.

## **4. How WAEBF Collects Personal Information**

To deliver and enhance the services offered by West Australian Eight Ball Federation, certain personal information is collected. WAEBF collects personal information from individuals when an individual:

- registers an affiliated club or association
- registers to become an affiliated member
- registers to become an umpire or adjudicator
- is elected or appointed to the Board or a committee of WAEBF or affiliate
- participates competition or event run by WAEBF or WAEBF affiliate
- engages with WAEBF via social media
- participates in a WAEBF survey
- accesses the WAEBF website

Personal information may also be collected where WAEBF is required to do so by law (for education, child protection, work health and safety laws, charitable collections, medical treatment or other legislation in Australia).


### **4.1 Providing Information**

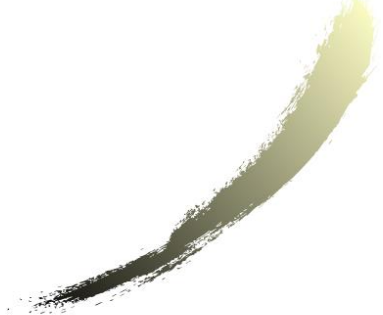
If you do not provide some or all of the information that we request from you, this may affect GA's ability to communicate with you or provide the requested products or services.

By not providing requested information, you may jeopardise your ability to participate in programs or competitions or apply for employment or volunteer positions with GA or a GA Affiliate. If it is impracticable for GA to deal with you as a result of you not providing the requested information or consent, GA may refuse to do so.

### **4.2 Collection from Third Parties**

WAEBF or a WAEBF Affiliate may collect personal information regarding a child from the parent or other responsible person associated with that child.





In some circumstances, WAEBF collects information from WAEBF Affiliates or other third parties.

Examples of such third parties could include, without limitation, the Australian Sports Commission, the Australian Sports Anti-Doping Agency, the Australian Institute of Sport, state associations, international gymnastic associations, non-affiliated gymnastics organisations or government and law enforcement bodies as required by law.

#### **4.2 Information Storage and Protection**

West Australian Eight Ball Federation stores personal information on a computer database. The personal information may be held in both paper file and computer file form. WAEBF has implemented measures of a reasonable nature to ensure that all personal information is securely stored from misuse, loss and unauthorised handling.

Much of the information we collect from and about our members is added to WAEBF's membership database. When your information is entered into WAEBF's membership database, the information may be combined or linked with other information held about you.


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

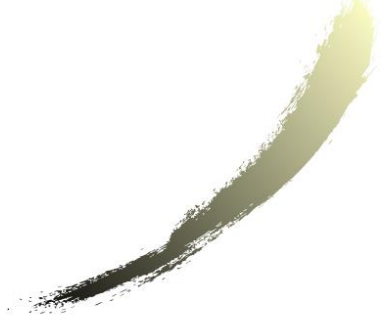
#### **5. How WAEBF Uses Personal Information**

WAEBF, and third parties to whom we may disclose personal information in accordance with this Privacy Policy, may collect, hold and use your personal information to:

1. verify your identity;
2. complete background checks;
3. research, develop, run, administer and market competitions, education courses, programs, activities and other events relating to gymnastics;
4. research, develop and market products, services, merchandise and special offers made available by us and third parties;
5. respond to emergency situations involving or requiring medical treatment;
6. administer, manage and provide you with registration and access to WAEBF's website;
7. keep you informed of news and information relating to various gymnastics events, activities and opportunities via various mediums;
8. Internal accounting and administration; and
9. Regulatory reporting and compliance.

WAEBF may use health information to ensure that programs or tours we operate are run safely and in accordance with any special





health needs participants may require. Health information may also be kept for insurance purposes. In addition, we may use de-identified health information and other sensitive information to carry out research, to prepare submissions to government, or to plan events and activities.

If WAEBF sends any information about services or products that is not required, or that you do not want disclosed to any other organisation (including related organisations), you can advise WAEBF accordingly by writing to WAEBF's Membership Administrator.

## **6. When we disclose personal information**

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

1. WAEBF Affiliates and other organisations involved in gymnastics programs in Australia;
2. companies we engage to carry out functions and activities on WAEBF 's behalf, including direct marketing;
3. our professional advisers, including our accountants, auditors and lawyers;
4. our insurers;
5. relevant sporting bodies such as the Australian Eight Ball Federation, Australian Sports Commission, the Australian Sports Anti-Doping Authority, Federal and State Departments of Sport amongst others; and
6. in other circumstances permitted by law.

When you provide WAEBF with personal information about other individuals, WAEBF relies on you to make the individual aware that the information has been provided to WAEBF and for what purpose and to whom it may be disclosed and also how they can access their information.


### **6.1 Direct Marketing**

We will use non-sensitive personal information to provide better services and for marketing purposes (including disclosure of such information to service providers).

If you do not wish to receive e-mail from WAEBF, you may advise us at any time by contacting the WAEBF Contact Page on the WAEBF website <https://poolwest.com.au/contact/>

### **6.2 Other Disclosures**

In addition, WAEBF may also disclose personal information:

1. with your express or implied consent;
  2. when required or authorised by law;
  3. to an enforcement body when reasonably necessary; or
  4. to lessen or prevent a threat to an individual or public health or safety.
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### **6.3 WAEBF's Website**

When you visit the WAEBF website, our systems may record certain information about your use of the site, including the web pages visited and the time and date of visit. WAEBF uses this information to help analyse and improve the performance of our website.

Websites linked to the WAEBF website are not subject to WAEBF's privacy standards, policies or procedures. WAEBF cannot take any responsibility for the collection, use, disclosure or security of any personal information that you provide to a third party website.

### **7. Accuracy of Personal Information**

WAEBF takes reasonable steps to ensure that whenever personal information is collected or disclosed, it is accurate, complete and up to date.

### **8. Access to Personal Information**

You have a right to access your personal information, subject to some exceptions allowed by law. You can gain access to your personal information by contacting West Australian Eight Ball Federation as set out below. You may also advise WAEBF at any time about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed.

We will take reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly.

We encourage you to regularly review and update your personal information. We will respond to your request for access within a reasonable period. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will correct it.

### **9. Resolving Privacy Issues and Complaints**

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made to the WAEBF President as follows:

Email: [wa8ballfed@gmail.com](mailto:wa8ballfed@gmail.com)

### **10. Changes to the Policy**

Changes to this policy may be submitted by WAEBF Staff for review and approval by the WAEBF President. Once a change has been approved, the policy will be updated in the official WAEBF policy register and on the Intranet and circulated to the relevant parties.

