



Gymnastics
Australia

PRIVACY STATEMENT

Policy Name:	Privacy Statement
Date of Issue:	February 2002
Policy Coverage:	Governance
Date of Review:	July 2006

Gymnastics Australia (GA) is committed to providing members with the highest levels of membership service. This includes protecting members' privacy. GA 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.

GA's Privacy Statement contains the following important information the Privacy Act requires GA to communicate to all members, regarding the use of personal information:

- What is personal information?
- How GA collects personal information
- How GA uses personal information
- When GA discloses personal information
- Storage and security of personal information
- Accuracy of personal information
- Access to personal information

1. WHAT IS PERSONAL INFORMATION?

Personal information is information about an individual who can be identified, or whose identity could be reasonably ascertained, from the information.

2. HOW GA COLLECTS PERSONAL INFORMATION

To deliver and enhance the services offered by Gymnastics Australia, certain personal information is collected. Gymnastics Australia collects personal information from individuals when:

- The individual registers an affiliated club
- The individual registers to become an affiliated athlete
- The individual registers to become an affiliated technical member
- The member enters a Gymnastics Australia event or participation program
- The individual participates in a Gymnastics Australia course
- The individual purchases merchandise from GA
- The individual requests information from GA
- The individual provides information to the GA staff
- The individual participates in a GA survey

3. HOW GA USES PERSONAL INFORMATION

GA will only collect information that is necessary for them to carry out the primary purpose of providing services relating to: membership, education, events and merchandise. Personal information may be used in order to:

- Provide the services required
- Internal accounting and administration
- Regulatory reporting and compliance
- Helping GA to inform and identify other products or services that may be of benefit

If GA send any information about services or products that is not required, or the member does not want personal information disclosed to any other organisation (including related organisations) members can advise GA accordingly by writing to the National Membership Administrator.

If the member does not advise GA otherwise, the member confirms agreement on their own behalf and/or on behalf of others that they represent.

If the member chooses not to provide personal information, GA may not be able to provide the services required.

4. WHEN WE DISCLOSE PERSONAL INFORMATION

GA discloses personal information to other organisations that is necessary to assist in providing services. The organisations include:

- Outsourced service providers who manage the services provided to members, including:
 - Insurance
 - Education Services (ASC)
- Professional advisors, including accountants, auditors and lawyers
- Government and regulatory authorities and other organisations, as required or authorised by law

GA limits the use and disclosure of any personal information to such organisations for the specific purpose for which it is supplied.

When the member provides GA with personal information about other individuals, GA relies on the member to make the individual aware that the information has been provided to GA and for what purpose and to whom it may be disclosed and also how they can access their information. This is extremely important for Club owners providing the personal information of their members

5. STORAGE AND SECURITY OF PERSONAL INFORMATION

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

6. ACCURACY OF PERSONAL INFORMATION

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

7. ACCESS TO PERSONAL INFORMATION

The member has a right to access their personal information, subject to some exceptions allowed by law. The member can gain access to their personal information by contacting Gymnastics Australia. The member may also advise GA at any time about possible breaches of privacy, or inaccurate, incomplete personal information, that may have changed.