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# ACT JUDO PRIVACY POLICY

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## **1. Purpose of this Policy**

The protection of personal information is important to ACT judo. ACT judo is committed to respecting individuals' privacy and the protection of personal information.

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

This policy is made in accordance with the *Privacy Act 1988 (Cth)* and in particular the Australian Privacy Principles.

This policy and any accompanying procedures may be amended from time to time by resolution of the ACT Judo's Committee. The current version of this policy is placed on the ACT JUDO website at [www.judoact.org](http://www.judoact.org).

This Policy applies to and binds all Relevant Persons and such other persons who use, access, provide or participate in ACT JUDO's services, events and activities.

## **2. Why does ACT JUDO collect personal information?**

ACT JUDO routinely collects personal information about Relevant Persons and those persons who use, access, provide or participate in ACT JUDO's services, events and activities (including parents, and volunteers).

ACT JUDO collects personal information in order to properly and efficiently carry out its functions, including to provide services to you and, where reasonably necessary, other Relevant Persons.

ACT JUDO uses or discloses personal information for the purposes for which the information was provided for directly related purposes including, where appropriate, to:

- verify your identity
- develop, run, administer and market competitions, activities and other judo events
- develop and market products, services, merchandise made available by us and third parties
- respond to emergency situations involving or requiring medical treatment
- administer, manage and provide you with access to the ACT JUDO web services and websites
- disclose to the public the information and contact details of judo clubs and judo program locations
- disclose to the public member judo results from accredited events; and
- keep you informed of news and information relating to various judo events activities and opportunities via various media.

ACT JUDO also uses and discloses personal information where required or authorised by law.

You may ask to not identify yourself or disclose your personal information to ACT JUDO, or otherwise ask ACT JUDO to not use or disclose your personal information. However, doing so may limit the services ACT JUDO can reasonably provide to you. For example, ACT JUDO cannot reasonably provide membership services to a person who wishes to be a member of ACT JUDO but who is not prepared to provide his or her name, address or contact details.

### **3. What information does ACT JUDO collect?**

The information ACT JUDO collects about you will vary depending on the circumstances of the collection. It may include, but is not limited to, your name, date of birth, contact details, size, weight, your photograph, your signature, your club, judo results, insurance details, employment history, your passport details or driver's license.

When you request or acquire ACT JUDO membership or other goods and services from ACT JUDO then ACT JUDO may also collect personal information about you such as your purchase details, preferences, histories and your bank account details.

### **4. How is information collected?**

Information may be collected from you when you:

- become a member of a judo club
- subscribe to any publication of ACT JUDO or a ACT JUDO Affiliate, including electronic publications
- provide details to ACT JUDO or a ACT JUDO Affiliate in an application, consent form, survey, feedback form or incident report
- enter personal information into, or agree to having your personal information entered into, one of ACT JUDO's online systems
- access the ACT JUDO website or a website of an ACT JUDO Affiliate
- contact ACT JUDO via email, telephone or mail or engage with ACT JUDO via social media
- participate in any activity, competition or event run by ACT JUDO or a ACT JUDO Affiliate
- purchase tickets to a ACT JUDO or sporting event from ACT JUDO or an authorised agent
- purchase merchandise, products or services from ACT JUDO or an authorised agent or licensee
- are elected or appointed to the committee of ACT JUDO; or
- volunteer position with ACT JUDO or a ACT JUDO Affiliate.

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

### **5. Collection from third parties**

In some situations ACT JUDO may collect personal information about you from a third party such as from Judo Australia or State member. ACT JUDO may also collect personal information from your family member (including where you are a minor).

If ACT JUDO collects personal information about you from any other third party not mentioned in this Policy then ACT JUDO will only obtain the information from the third party if that is reasonably necessary for ACT JUDO to provide services to you and where reasonably necessary. In any event, ACT JUDO will inform you, where reasonably practicable, about such collections and will use such personal information only in accordance with this Policy.

#### **6. How does ACT JUDO store this information?**

Subject to the use and disclosure provisions in this Policy, all of the personal information held by ACT JUDO about you is held on password protected databases.

Only ACT JUDO personnel may access your personal information and even then only for one of the purposes permitted by this Policy.

Once ACT JUDO no longer has a need for your personal information then ACT JUDO will either destroy or de-identify the information when it is reasonably practicable to do so.

#### **7. How does ACT JUDO disclose this information to Third Parties?**

ACT JUDO may, from time to time, disclose your personal information to a range of third party organisations which include, but are not limited to:

- ACT JUDO Members (including State and Territory judo associations, Judo Coaches and Judo Australia
- relevant sporting bodies such as the Australian Olympic Committee, the Australian Commonwealth Games Association, Australian Sports Commission, the Australian Sports Anti-Doping Authority, Australian Institute of Sport
- disciplinary committees and investigative bodies
- your manager or other form of representative (such as a family member where you are a minor or a member of a family where another family member has been nominated as your family's relevant point of contact),or
- in other circumstances permitted by law.

In certain situations, ACT JUDO may disclose your personal information to organisations based overseas. ACT JUDO may from time to time be required to disclose an athlete's name, date of birth, gender and event performance history to Judo Australia.

#### **8. Disclosure**

ACT JUDO may disclose your personal information (including your name, age, gender, city of residence, local judo club, personal profile, photographs of you and your results) to the media and through our physical and digital applications and publications (including our website, social media, emails and newsletters) that are available for public viewing.

## **9. Sensitive Information**

ACT JUDO may also need to collect a judoka's sensitive information. ACT JUDO will only collect this information where permitted by the *Privacy Act 1988 (Cth)*.

ACT JUDO may disclose a member's sensitive information to Australian Sports Anti-Doping Authority, the member's Team Manager and an ACT JUDO appointed Medical Practitioner from time to time.

## **10. Accessing and seeking correction of information held by ACT JUDO**

ACT JUDO will take all reasonable steps to ensure that the personal information it collects uses or discloses 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 held by ACT JUDO.

If you would like to access the personal information that we hold about you, please let us know by making a request to the Privacy Officer, contact details set out below. 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. ACT JUDO will respond within 30 days of receiving a request.

## **11. 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 ACT JUDO.

Privacy Officer: Lucy Val  
Ph. 0438866856  
Email: [lucyval@iinet.net.au](mailto:lucyval@iinet.net.au)

We will respond to your complaint within 30 days, and try to resolve your complaint for you within 90 days.

For further information on ACT JUDO's management of personal information, please contact ACT JUDO.

## 12. Definitions

In this Policy the following words have the following meaning:

“**Constitution** and “**By-Laws**” respectively mean the Constitution and By-Laws of ACT JUDO.

“**Privacy Officer**” means the ACT JUDO person who is responsible for overseeing Privacy for ACT JUDO.

“**Members**” means the members of ACT JUDO as defined in the Constitution.

“**Personal Information**” is information or an opinion (including information or an opinion forming part of a database) from which it is possible to determine someone’s identity.

“**Policy**” means this Privacy Policy.

“**Relevant Person**” means each of the committee members of ACT JUDO, and Members, ACT judoka, coaches, event officials, volunteers, support services personnel, spectators, parents and any other person who agrees to be or is otherwise bound by this Policy.

“**ACT JUDO**” means the ACT(JA). JUDO Affiliates” means the Affiliates of ACT JUDO as defined in the Constitution.

“**Sensitive Information**” is a type of personal information that also includes information or an opinion about someone's:

- racial or ethnic origin
- political opinions
- membership of a political association, professional or trade association or trade union
- religious beliefs or affiliations or philosophical beliefs
- sexual preferences or practices
- criminal record, or
- health, genetic information or disability.

“**You**” means a person to whom this Policy applies and “**Your**” has a corresponding meaning.