



DOWNBALL AUSTRALIA PRIVACY POLICY

Downball Australia is committed to protecting the privacy of members, players, parents, guardians and referees.

From 21 December 2001, we are bound by the Commonwealth Privacy Act 1988, which set out a number of principles concerning the protection of your personal information.

Following is the information that the Privacy Act requires us to communicate to all of our members, players and referees.

Personal information

Personal information held by Downball Australia may include name, gender, date of birth, current address, telephone/mobile phone number, email address, bank account or credit card details, occupation, payment history and preferences.

Manner & purpose of collection of personal information:

Downball Australia will only collect personal information where it is relevant to one or more of its functions or activities.

Collection of information will be lawful, open and fair.

Downball Australia will, where possible, collect the information directly from the individual concerned or from the relevant parent or guardian.

Downball Australia will not disclose information to any other organisation without the express permission of individuals.

If Downball Australia intends to use names gathered for more than one purpose, the individual will be given an opportunity to "opt out".

Solicitation of personal information from individual concerned



Downball Australia will use personal information only for the primary purpose for which it was collected, unless the individual has given permission for Downball Australia to use the information in a new way.

When the individual is asked to give their personal details, Downball Australia will make sure that they and/or their parent or guardian understand the purpose for which the information is being collected.

If the information will be shared with another section of Downball Australia, or any other league, organisation or agency, the individual will be told the details when the information is given, or as soon as Downball Australia is aware of it.

Solicitation of personal information generally

Downball Australia will take all reasonable steps to make sure that the personal information collected is accurate, complete and up to date.

Downball Australia will take all reasonable steps to make sure that the personal information it holds on record is accurate, complete and up to date.

Downball Australia will take all reasonable steps to make sure that the personal affairs of an individual are not intruded upon.

Downball Australia will accept any individual's choice to remain anonymous when conducting business with Downball Australia.

Storage & security of personal information

Downball Australia will take all reasonable steps to make sure the personal information it holds is secure and destroy or de-identify personal information if it is no longer needed by Downball Australia.

Whenever it is necessary for an individual's information to be given to another person or organisation in connection with the provision of a service e.g. a mailing house or printer, Downball Australia will take every reasonable precaution to prevent unauthorised use or disclosure of information contained in the record.

Information in relation to records kept by Downball Australia

Downball Australia will be open about:

(a) The nature of any personal information it holds and



- (b) It's policy on management of personal information
- (c) The main purposes for which information is used
- (d) The steps that an individual can take to obtain access to their own records.

Access to records containing personal information

Downball Australia will allow any individual or their parent / guardian to have access to the personal information held about that individual in our records.

Alteration of records containing personal information

Downball Australia will correct information held about an individual where that individual or their parent / guardian is able to establish that the information is not accurate, complete and up to date.

If an individual is not satisfied with the updates made to the record, Downball Australia will attach to the record any statement provided by that individual of the correction, deletion or addition sought.

Downball Australia does not use identifiers assigned by any Commonwealth agency.

Checking accuracy of personal information before use

Downball Australia will take all reasonable steps to ensure that the information used is accurate, up to date and complete.

Downball Australia recommends that members, players, referees, parents and guardians let us know if there are any errors in their personal information; and help Downball Australia up to date with changes to personal information such as your name, address or credit card details.

Personal information to be used only for relevant purposes

Downball Australia will not transfer any personal information held by Downball Australia about an individual to anyone (other than Downball Australia or the individual) in a foreign country.

Downball Australia will not use the information except for a purpose to which the information is relevant.



Limits on use of personal information:

Information obtained for a particular purpose will not be used for any other purpose unless:

- (a) The individual or their parent / guardian has consented to use of the information for that other purpose.
- (b) The purpose for which the information is used is directly related to the purpose for which the information was obtained.
- (c) It is used for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue, in which case a record containing the relevant information will be attached to the individual's record.
- (d) The only sensitive information which Downball Australia holds on individuals is their gender, physical ability and nationality of birth. This information is only held if the individual has supplied Downball Australia with that information. The information will be removed immediately on request from any individual.

Limits on disclosure

Subject to any Privacy Legislation or relevant code of practice applicable, Downball Australia may disclose any confidential information you give to Downball Australia to

- (a) Any related corporate bodies of Downball Australia.
- (b) Downball Australia's auditors and professional advisers
- (c) Any assignee or potential assignee of Downball Australia
- (d) Any person to whom Downball Australia is required or not prohibited by law to do so
- (e) Any official or authority that gives Downball Australia an order or request for that information