



PACIFIC SCHOOL GAMES

PRIVACY POLICY

1 AUGUST 2017

CONTENTS

1.	About our Privacy Policy	1
2.	Why we collect, hold, use and disclose personal information	1
3.	What kinds of personal information we collect	2
4.	What kinds of website visitor information we collect	2
5.	How we collect personal information	3
6.	When you will have the option of not identifying yourself	4
7.	How we disclose personal information	4
8.	How we hold and protect personal information	5
9.	How to access and correct your personal information	5
10.	How to make an enquiry or complaint	5
11.	How we update our Privacy Policy	6
12.	How to contact us	6

PACIFIC SCHOOL GAMES PRIVACY POLICY

1. **About our Privacy Policy**

Pacific School Games (“**we**”, “**us**” or “**our**”) recognises the importance of privacy and is committed to protecting the privacy of individuals when handling their personal information. We handle personal information about individuals for purposes relating to our school sport functions and activities involving coordinating and conducting a broad range of sporting programs for school students.

Our Privacy Policy outlines how we handle personal information (including health information) about individuals for purposes relating to our school sport functions and activities in an open and transparent manner in accordance with applicable privacy legislation. Personal information includes any information about an identified individual or an individual who is reasonably identifiable. Health information includes any information about the health or a disability of an individual.

By providing us with your personal information you consent to us handling it in accordance with our Privacy Policy. If you provide us with any personal information about another individual then we rely upon you to inform that individual of the details contained in our Privacy Policy.

2. **Why we collect, hold, use and disclose personal information**

We collect, hold, use and disclose personal information for purposes relating to our school sport functions and activities. For example, we may collect, hold, use or disclose your personal information for one or more of the following purposes:

- carrying out our school sport functions or activities
- your attendance at or participation in our school sport events, functions or activities
- managing our relationship with you as a student, or parent or guardian of a student
- providing you with information about our school sport events, functions or activities
- evaluating or improving our school sport events, functions or activities
- promoting our school sport events, functions or activities

- complying with our legal or regulatory obligations including discharging our duty of care to students

3. **What kinds of personal information we collect**

If you are a student the kinds of personal information about you that we may collect and hold include:

- your personal details including name, contact details, photo, date of birth, age, gender, country of birth, nationality, school name and suburb, languages spoken and student record information
- your family information including parents, guardians, emergency contacts and next of kin
- your health information including dietary requirements, illnesses, immunisations, allergies, adverse reactions, prescription information, medicines, disabilities, organ donation and healthcare providers

If you are a parent or guardian of a student the kinds of personal information about you that we may collect and hold include your name and contact details.

We will not collect any sensitive information about you without your consent unless we are required or authorised by law to collect the information. Sensitive information includes information about an individual's health, biometrics, genetics, ethnic background, religious beliefs, religious affiliations, philosophical beliefs, professional memberships, trade memberships, political memberships, political opinions, sexual preferences or criminal record.

If we are not provided with the personal information about a student which we request then the student may not be able to attend or participate in our school sport events, functions or activities.

4. **What kinds of website visitor information we collect**

We may use cookies or similar technologies to collect information about your visits to our School Sport Australia website www.schoolsport.edu.au or our Pacific School Games website www.pacificschoolgames.edu.au ("**Websites**"). A cookie is a small text file which is stored on your computer or device by your web browser when you visit our Websites to enable your visits to be recognised.

The kinds of information that we may collect and hold about your visits to our Websites include your

IP address, domain name, locality, operating system, browser type, referring website, search terms, pages and links accessed, and visit date and time. We may use this information for the purpose of maintaining and improving our Websites and enhancing your experience browsing our Websites.

If you do not wish us to use cookies to collect information about your visits to our Websites then you may set your browser to disable cookies but some parts of our Websites may not function properly if cookies are disabled.

5. **How we collect personal information**

We usually collect personal information directly from you in person or when you communicate with us by PSG registration and accreditation, telephone, email, standard form, letter, facsimile or other means. For example, we may collect your personal information directly from you when:

- you attend or participate in our school sport events, functions or activities
- you request us to provide you with information about our school sport events, functions or activities
- you complete a survey or provide feedback in respect of our school sport events, functions or activities
- you subscribe to receive news or other information about our school sport events, functions or activities

We may also collect your personal information from a third party or publicly available source for the purpose of carrying out our school sport functions and activities. For example, we may collect your personal information from:

- if you are a student – your school or your parents or guardian in connection with your participation in our school sport events, functions or activities or carrying out our school sport functions or activities
- our service providers that assist us to carry out our school sport functions and activities including information technology providers
- government departments and agencies in connection with carrying out our school sport functions and activities

6. **When you will have the option of not identifying yourself**

We will give you the option of not identifying yourself or using a pseudonym when dealing with us except where it is impracticable or unlawful for us to do so. For example, you may not need to identify yourself when you request that we provide you with general information about our school sport events, functions or activities.

7. **How we disclose personal information**

We disclose personal information to third parties for the purpose of carrying out our school sport functions and activities. For example, we may disclose your personal information to:

- if you are a student – your school or your parents or guardian in connection with carrying out our school sport functions or activities or your attendance at or participation in our school sport events, functions or activities
- our service providers that assist us to carry out our school sport functions and activities including our information technology providers and printing and mailing providers
- our agents, partners, affiliates and other trusted entities that assist us to carry out our school sport functions and activities
- government departments and agencies in connection with carrying out our school sport functions and activities
- recipients of publications which contain information about our school sport events, functions or activities
- our professional advisers including accountants, auditors and lawyers

The third parties to which we may disclose your personal information may be located in Australia or other countries including the United States.

We will not disclose your personal information to any third parties for any other purpose without your consent except where required or authorised by law.

8. **How we hold and protect personal information**

We hold personal information that we collect in both physical and electronic storage facilities including paper-based files, computer servers, desktop and laptop computers, tablets, mobile phones, cameras and other portable data storage devices.

We protect personal information which we hold from misuse, interference and loss, and from unauthorised access, modification or disclosure using both physical and electronic security measures which include secure premises, physical access restrictions, locked cabinets, secure databases, password access, anti-virus software, data encryption and firewalls.

If we hold any personal information that we no longer need for any purpose for which we may use or disclose the information then we will take reasonable steps to destroy or de-identify the information unless we are required by law to retain the information.

9. **How to access and correct your personal information**

You may request access to, and correction of, any of your personal information which we hold. You should promptly notify us if you become aware that any of your personal information which we hold is inaccurate or out-of-date.

If you wish to access or correct any of your personal information which we hold, please contact the Acting SSA Executive Officer using the contact details below. You will be required to verify your identity before you will be permitted to access or correct any of your personal information which we hold. We may charge a fee for giving you access to your personal information.

10. **How to make an enquiry or complaint**

If you have an enquiry or complaint about our handling of your personal information, please contact the Acting SSA Executive Officer using the contact details below. A complaint about our handling of your personal information should first be made in writing to the Acting SSA Executive Officer setting out details of your complaint. The Acting SSA Executive Officer is responsible for dealing with all enquiries and complaints about our handling of personal information.

11. How we update our Privacy Policy

We may update our Privacy Policy from time to time to take into account changes to our information handling practices by publishing an updated version of our Privacy Policy on our Websites. You should regularly review the most recent version of our Privacy Policy available on our Websites.

12. How to contact us

You may contact the Acting SSA Executive Officer using the contact details below:

Acting Executive Officer

School Sport Australia

Phone: 03 9067 8601

Email: eo@schoolsportaustralia.edu.au

Address: Sports House, 375 Albert Road, Albert Park, VIC 3206

This Privacy Policy is effective as of 1 August, 2017.