



south west  
academy  
of sport

## Privacy Policy

**Owner:** SWAS

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**Version:** 2.0

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**Approved by:** SWAS CEO

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**Effective from:** June 2018

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## Privacy Policy

### 1. Privacy Statement

Personal information collected by the South West Academy of Sport (SWAS) is for the primary purpose of athlete performance management. It will not be released for any form of commercial gain and will be maintained in a secure location as per the requirements of the Privacy Act 1998.

### 2. What Business Are We In?

- a. SWAS aims to provide an exceptional home training environment for talented South West athletes by; promoting, developing and servicing sporting talent throughout the South West Region of Western Australia
- b. The SWAS works in very close collaboration with clubs and regional and state sport associations.

### 3. COLLECTING YOUR PERSONAL INFORMATION

- SWAS understands that Support Program holders may have concerns about their privacy and the confidentiality and security of information that SWAS may obtain about them.
- SWAS policy is to protect scholarship holders' privacy and personal information that it may collect from time to time.
- SWAS has undertaken to comply with the requirements of the Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000.
- Personal information is collected by SWAS for the primary purpose of athlete performance management.
- SWAS collects details such as your name, address, telephone, email addresses, gender, age, sport and results of medical and physiological tests conducted by SWAS and SWAS service providers.
- A hard copy file containing SWAS Support Program holders detail as are retained in a secure location in accordance with the act and for a further seven years in accordance with current Federal and State legislation governing document retention, before being destroyed. Note that the SWAS may choose to retain sport performance and physiological data for longer than seven years.

### 4. What if you do not provide the personal information we require?

Failure to provide the information sought by SWAS for the purposes detailed may not enable the SWAS to effectively communicate and to improve one's performance. As a result, the SWAS may refuse to provide some services, or a support program.

## **5. How does SWAS secure your personal information?**

To prevent any unauthorised access to your information, SWAS has installed computer and network security, including password protection processes.

Only staff, service providers, coaches and state and regional sport associations, authorised by the Chief Executive Officer will have access to the data file information.

Hard copies of any information are stored in locked offices and equivalent off site secured storage areas.

## **6. To whom do we disclose your personal information?**

A support program holder's personal information will only be used or disclosed by SWAS as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate SWAS delivering better services and benefits to its support program holders, personal information collected may be shared with other organisations including; sport clubs, regional, state and national sport associations and other institutes or academies of sport.

Further, to conduct SWAS operations, SWAS regularly engages independent operators and parties. Accordingly, some this information may be used or disclosed in part by SWAS to:

- enable service providers including but not limited to; coaches, sports scientists, physiotherapists and medical practitioners to best service the needs of athletes;
- enable mail contractors to deliver documents and communications to members;
- officers of a government law enforcement agency in connection with the lawful performance of their duty;
- a debt collection agency for financial default purposes;
- send direct mail to stakeholders with news of special offers or the availability of new products or services; and
- external advisors, including the associations representative body for the purposes of outsourcing the processing and servicing of member cheques and the processing of member credit card payments.

## **7. Withdrawing your consent**

If you do not consent to any of the disclosures above then you can write and advise SWAS at its office address. The address can be found on the website: [www.swaswa.com.au](http://www.swaswa.com.au) SWAS will then ensure that your personal information is not used for this purpose. This exemption cannot apply where SWAS is required by law to provide such disclosure.

SWAS may need to reduce support program services as a result, because the sharing of some information is necessary for a collaborative approach to improving athlete performance.

If you do not object to the uses or disclosures as stated above, the SWAS will accept this as having received your express consent.

## **8. How one may access their personal information**

One may, upon written request, access their personal information SWAS has obtained from enrolment forms and the service forms that it currently holds. To the extent possible, SWAS will let one access personal information. However, there are times where the organisation is not in position to do so (e.g. where it would be unlawful to do so). If SWAS denies access to this information, SWAS will notify you of this refusal and the basis for it.

To cover administration costs of providing access to your personal information a charge may be applied.

To arrange access, please ask the SWAS Chief Executive Officer.

## **9. How to change some of the personal information held**

SWAS endeavours to ensure that personal information held is accurate, complete and up-to-date.

Where you believe that personal information held by SWAS is not accurate, complete or up-to-date, then advise SWAS and every effort will be made to correct the information.

## **10. How to lodge a complaint**

For any purpose associated with privacy matters including the lodgement of a complaint, SWAS can be contacted at its office. The Chief Executive Officer will deal with the complaint.

Copies of this privacy policy are available from [www.swaswa.com.au](http://www.swaswa.com.au).