

# Collingwood Basketball Association Inc

---

## Privacy Policy

Collingwood Basketball Association Inc ("**Collingwood Basketball**") is committed to protecting the privacy of your *personal information*. This Privacy Policy explains how Collingwood Basketball manages the *personal information* that we collect, use and disclose and how to contact us if you have any further queries about our management of your *personal information*. This Privacy Policy does not cover *personal information* collected or held by Collingwood Basketball about its employees.

## Background

From 21 December 2001, Collingwood Basketball is required by the *Privacy Act* 1988 (the "**Privacy Act**") to comply with ten National Privacy Principles ("**NPPs**") (subject to the other provisions of that Act). The NPPs regulate the manner in which *personal information* is handled throughout its life cycle, from collection to use and disclosure, storage, accessibility and disposal.

*Personal information* is information or an opinion, in any form and whether true or not, about an *individual* whose identity is apparent or can reasonably be ascertained from the information or opinion.

Special provisions apply to the collection of personal information which is *sensitive information*. This includes health information and information about a persons' race, ethnic origin, political opinions, membership of political, professional or trade associations, religious or philosophical beliefs, sexual preferences and criminal history.

## Collection of personal information by Collingwood Basketball

To the extent required by the Privacy Act:

- Collingwood Basketball will not collect *personal information* about you unless that information is necessary for one or more of our functions or activities.
- Collingwood Basketball will collect *personal information* only by lawful and fair means and not in an unreasonably intrusive manner.
- when Collingwood Basketball collects *personal information* directly from you, we will take reasonable steps at or before the time of collection to ensure that you are aware of certain key matters, such as the purposes for which we are collecting the information, the organisations (or types of organisations) to which we would normally disclose information of that kind, the fact that you are able to access the information and how to contact us;
- Collingwood Basketball will collect your *personal information* directly from you where it is reasonable and practicable to do so. Where Collingwood Basketball collects information about you from a third party, we will still take reasonable steps to ensure that you are made aware of the details set out above.

## Use and disclosure of personal information by Collingwood Basketball

If Collingwood Basketball uses or discloses your *personal information* for a purpose (the

“**secondary purpose**”) other the main reason for which it was originally collected (the “**primary purpose**”), to the extent required by the Privacy Act, we will ensure that:

- the secondary purpose is related to the primary purpose of collection (and directly related in the case of sensitive information), and you would reasonably expect that Collingwood Basketball would use or disclose your information in that way; or
- you have consented to the use or disclosure of your personal information for the secondary purpose; or
- the use or disclosure is required or authorised by or under law; or
- the use or disclosure is otherwise permitted by the Privacy Act (for example, as a necessary part of an investigation of suspected unlawful activity).

## **Data quality and security**

To the extent required by the Privacy Act, Collingwood Basketball will take reasonable steps to:

- make sure that the *personal information* that we collect, use and disclose is accurate, complete and up to date;
- protect the *personal information* that we hold from misuse and loss and from unauthorised access, modification or disclosure; and
- destroy or permanently de-identify *personal information* that is no longer needed for any purpose that is permitted by the Privacy Act.

## **Anonymity**

Collingwood Basketball will generally provide individuals with the option of not identifying themselves when entering transactions when it is lawful and practicable to do so.

## **Use of Commonwealth government identifiers**

Collingwood Basketball will not use Commonwealth government identifiers (“Identifiers”) (such as Medicare numbers) as its own identifier of individuals. We will only use or disclose Identifiers in the circumstances permitted by the Privacy Act.

## **Transfer of personal information overseas**

If Collingwood Basketball transfers your *personal information* outside Australia, we will comply with requirements of the Privacy Act that relate to transborder data flows.

## **Access and correction of your personal information**

Please contact Collingwood Basketball if you would like to access or correct the *personal information* that we hold about you. Collingwood Basketball will generally provide you with access to your *personal information* if practicable (although a fee may be imposed), and will take reasonable steps to amend any personal information that is incorrect. In some circumstances, Collingwood Basketball may not permit access to your *personal information*, or may refuse to correct your *personal information*, in which case we will provide you with reasons for this decision.

## **Further information**

Please contact us if you have any queries about the *personal information* that Collingwood Basketball holds about you or the way we handle that *personal information*. Our contact details

for privacy queries are set out below.

## **Collingwood Basketball Privacy Contact**

manager@collingwoodbasketball.com.au

Further information about the NPPs and the application of the Privacy Act to the private sector generally can be found at the website of the Office of the Federal Privacy Commissioner, at [www.privacy.gov.au](http://www.privacy.gov.au).

## **Complaints**

Please contact the Collingwood Basketball Privacy Contact using the above details if you have any concerns or complaints about the manner in which your *personal information* has been collected or handled by Collingwood Basketball.

Collingwood Basketball Association Inc  
ABN 75 766 486 357  
10 McCutcheon Way  
Collingwood VIC 3066

[collingwoodbasketball.com.au](http://collingwoodbasketball.com.au)