



South Shore Swimming Club Privacy Policy

South Shore Swimming Club (Incorporated) (“the Club”) is committed to complying with the *Privacy Act 1988* (Cth) (“Privacy Act”) and therefore, with the Australian Privacy Principles (“APPs”) which stipulate the standards required of organisations in relation to collection of, access to and storage of personal information required in order to provide its members with the best possible care.

The protection of personal information is of paramount importance to The South Shore Swimming Club. This policy applies to all members of the Club. By registering, members agree to the conditions of this privacy policy.

South Shore Swimming Club complies with the Privacy Policy of the Western Australian Swimming Association (Incorporated) “Swimming WA,” as required under the Swimming WA constitution. Swimming WA and Swimming Australia may therefore obtain access to personal member information held by the South Shore Swimming Club. For further information, refer to the Swimming WA Privacy Policy: <http://wa.swimming.org.au/swimming-wa-policies.html>.

Members of the South Shore Swimming Club will be advised on the occasion that changes are made to the Club’s Privacy Policy. The policy may be amended by the South Shore Swimming Club governing body, and will be reviewed periodically. This policy is available on the South Shore Swimming Club website: <http://www.southshore.swimming.org.au>.

The Club collects personal information from its members in order to provide them with the most enjoyable and efficient experience. Personal information collected may be used to, among other things:

- Comply with legal obligations;
- Comply with requirements of Swimming WA; or
- Verify members’ identity.

One may ask not to identify themselves or disclose their personal information to the South Shore Swimming Club, by electing to remain anonymous or use a pseudonym. Such conditions will not apply if it is impracticable for the Club to deal with individuals who will not identify themselves, or have used a pseudonym. In such cases, the services that may be provided to the member would be limited. For example, South Shore Swimming Club would not be able to reasonably provide membership services to a person that wishes to be a member of the club if the person were not prepared to provide their name, address, date of birth or contact details.

The type of information that South Shore Swimming Club collects may include, but is not limited to the member’s name, date of birth, contact information, signature, swimming results, insurance details, photographs and medical information.

Information may be collected when a person, or a legal guardian on their behalf:

- Becomes a member of South Shore Swimming Club;
- Subscribes to a South Shore Swimming Club publication (such as the newsletter);
- Provides South Shore Swimming Club with information in an application, consent,

- feedback or incident report form;
- Enters personal information into South Shore Swimming Club's online system;
- Contacts the Club via mail, telephone or digital means, including social media; or
- Makes payments to the club.

Most members' personal information held by the Club is stored on the electronic database contracted by Swimming WA, or on databases or registers maintained by the Club. Members' personal information may only be accessed by authorised South Shore Swimming Club personnel, and furthermore, only for reasons permitted by this policy, or the policy of Swimming WA.

Photographs may be stored on personal computers and/or mobile devices of photographers contracted by the club to photograph club events. The purpose of this is to allow effective management of the Club's social media profile and publications, including but not limited to the Club newsletter and the annual report. The committee must be notified in writing in the event that a member does not wish for photos to be taken of them (subject to the authorisation of a parent or legal guardian, if the member is under 18 years of age).

Disclosure of information held by the Club to third parties is mandated by the Swimming WA constitution: Swimming WA may gain access to members' personal information held by the South Shore Swimming Club. In addition, the Club may disclose members' personal information to third parties including, but not limited to:

- Appropriate sporting bodies including but not limited to Australian Sports Commission, The Australian Sports Anti-Doping Authority, Australian Institute of Sport, Western Australian Institute of Sport;
- Relevant disciplinary committees and investigating bodies;
- Companies with which the club engages in order to operate effectively, including advertising agencies and marketing purposes;
- External service providers that provide the Club with financial, legal, administrative, information technology, banking, travel, uniform and merchandise manufacturing, publications and other services;
- In other circumstances permitted by law; or
- Where applicable under the Swimming WA or Swimming Australia privacy policy or constitution.

South Shore Swimming Club may also disclose personal information (including name, age, gender, city of residence, personal profile, photographs of members and competition results) to the media, and via the Club's digital applications and publications, including the Club website, social media accounts, emails and newsletters that are available for public viewing.

Through its website, South Shore Swimming Club records website visits and logs the following information for statistical purposes:

- The user's server or proxy address;
- The date, time, length of the visit; and
- The files requested.

This information is used to monitor and analyse server traffic. The South Shore Swimming Club will make no attempt to personally identify users or their browsing activities, except where authorised by law.

Where information is provided to the Club by members via the South Shore Swimming Club

website (inclusive of communication with South Shore Swimming Club, member registration, requesting or acquiring goods or services from the Club), all personal and financial information shall be collected, managed and disclosed in accordance with the Privacy Policy. It is encouraged that users maintain a sense of caution when transmitting information via the internet. The Club provides alternative means by which to transmit information, including via the post or telephone. South Shore Swimming Club accepts no responsibility for the privacy practices or content of websites linked to pages hosted by the Club.

The South Shore Swimming Club may need to collect members' sensitive information. This may include medication being taken and medical diagnoses. Such information will only be collected by the club where permitted by the *Privacy Act 1988* (Cth), with the intention of providing a more effective and safe environment for members. Such information may be stored on database or other registers used by the Club. Sensitive information will only be shared with Swimming WA and its affiliated organisations, as required under the Swimming WA constitution and outlined in the Swimming WA privacy policy.

The Club endeavours to ensure that all personal information collected, managed and disclosed is accurate, complete and up to date. It is encouraged that members regularly review and update their personal information with the Club, so as to ensure accuracy. Requests to access personal information held by the Club must be made in writing via the South Shore Swimming Club Committee. In the event that personal information is inaccurate, incomplete or outdated, please contact the Club to have it corrected.

Any issues or complaints relating to the collection, management or disclosure, quality, security of and access to personal information should be made via the South Shore Swimming Club Committee.

Complaints will be responded to within a reasonable period, with an attempt to resolve the issue. If the Club is unable to resolve the complaint or the outcome is not satisfactory, a complaint should be lodged with the Office of the Australian Information Commissioner via the enquiries line: 1300 363 992 or via the website: <http://www.oaic.gov.au/>.

For further clarification of this Privacy Policy, please contact the South Shore Swimming Club.