

Privacy Statement



Context

Badminton Victoria (BV) is committed to providing the best possible services for its Members and this includes protecting their privacy. On 21 December 2001, new privacy requirements for private sector organisations, came into effect under the **Privacy Act 1988**.

These privacy requirements aim to ensure that organisations handle personal information appropriately. Badminton Victoria is committed to ensuring the National Privacy Principles apply to the collection, use, disclosure, quality, security and access to personal information.

Scope

Badminton Victoria's Privacy Statement contains the following information regarding the collection, storage and use of personal information:

1. What is personal information?
2. Why and how do we collect personal information?
3. How do we use personal information?
4. When do we disclose personal information?
5. How do we store personal information?
6. How do we ensure information is up to date and accurate?
7. How can you access your personal information?

1. What is personal Information?

This is information about an individual who can be identified, or whose identity could be reasonably ascertained, from the information.

2. Why and How do we Collect Personal Information?

In order for Badminton Victoria to deliver effective services to its Members, players, coaches and court officials, Badminton Victoria collects certain personal information. We collect personal information from you when you:

- register to become a member of a BV affiliated club or Association;
- participate in any training activity organised by BV;
- are selected to be a member of a State Squad or Team;
- register to become a court official or coach for the sport;
- purchase training resources, merchandise or other products from us;
- request information from BV;
- register to receive electronic and paper based news information from BV;
- provide information to one of our volunteers or staff;
- participate in one of our surveys;
- register for a promotional activity or request to receive information.

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3. How do we Use Personal Information?

Badminton Victoria only collects information necessary to carry out specific services related to: membership, coaching/training and education, events, travel, anti-doping requirements and merchandise.

Personal information may be used in order to:

- Provide the services you require;
- Internal accounting and administration;
- Regulatory reporting and compliance;
- Helping us to identify and inform you about other products or services that may be of benefit to you.

When we collect information, we disclose why we are collecting the personal information and how it is going to be used. If you do not want us to disclose personal information to any other organisation (including related organisations) you can advise us accordingly on the form when we gather information or by writing to our Privacy Officer. If you do not advise us otherwise, you confirm agreement on your own behalf and/or on behalf of others you represent.

If you do not provide personal information, we may not be able to provide the services you may require, or the level of service you expect from us.

4. When do We Disclose Personal Information?

We disclose personal information to other organisations that we believe is necessary to assist in providing our services. The organisations to which we disclose information include service providers such as:

- Insurers;
- Our professional advisors, including our accountants, auditors and lawyers;
- Government and regulatory authorities and other organisations, as required or authorised by law;

We limit the use and disclosure of any personal information provided by us to such organisations for the specific purpose for which we supplied it.

When you provide us with personal information about other individuals, we rely on you to have made them aware that you will or may provide their information to us, the purposes we use it for, the types of third parties we disclose it to and how they can access it.

5. How do we Store Personal Information?

We store personal information on a computer database and in paper based files. We have implemented all reasonable measures to ensure that personal information is stored securely and protected from misuse, loss and unauthorised access and use.

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6. How do we ensure Information is up to date and Accurate?

When we collect membership information this is done annually and previous files are either securely archived or when required, destroyed. Forms are most often electronic with individuals completing the information about themselves. Individuals have the responsibility of informing BV when personal details they have provided for a given purpose, change. All reasonable steps are taken to ensure that whenever we collect, use or disclose personal information, it is accurate, complete and up to date.

7. How can you Access your Personal Information

You have a right to access your personal information, subject to some exceptions allowed by law. If you would like to, you can access your personal information by contacting our Privacy Officer or by writing to Badminton Victoria. You also may advise us at any time about possible breaches of privacy, or inaccurate, or incomplete personal information.

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Further information is available on the Privacy Commissioner's website at www.privacy.gov.au

Please contact the State Administrator if you have any questions regarding this Privacy Statement.