



# Pickleball Australia Association

## **Privacy Policy**

Related policies: N/A

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## 1. Policy Brief and Purpose

The purpose of this policy is to advise how the Pickleball Australia Association Limited (Pickleball Australia) handles the personal information it collects. As the governing body of pickleball in Australia, Pickleball Australia commits to acting in accordance with the Australian Privacy Principles (APPs) as set out in the *Privacy Act 1988* (Cth) (the Privacy Act).

If you do not agree to be bound by this Policy or the APPs you should not provide your personal information to Pickleball Australia or Member Organisations and Affiliates.

This policy applies to any personal information collected in the course of performing duties in relation to Pickleball Australia, Member Organisations, or associated activities.

A Member Organisation is a company or incorporated association that is a member of Pickleball Australia including each:

- State, territory, and club Member; and
- Affiliate that is a member of a State and Territory Member.

By implementing this privacy policy, Pickleball Australia is committed to protecting the privacy of its members' personal information at the national, state, and club/affiliate level.

## 2. Principles

Privacy is a crucial aspect of membership for Pickleball Australia at all levels, including national, state, and club/affiliate levels.

It is essential to ensure the confidentiality and security of members' personal information while it is being managed by appointed administrators.



### 3. Policy

#### General Outline

The Privacy Act sets out APPs which stipulate the way in which entities should collect, use, disclose, store, secure and dispose of personal information. Pickleball Australia complies with the Privacy Act and the APPs. A copy of the APPs may be obtained from [www.aaic.gov.au](http://www.aaic.gov.au) Pickleball Australia and Member Organisations will only collect information that is willingly provided to facilitate participation in pickleball.

#### Collection of Personal Information:

Pickleball Australia will collect personal information from its members only for the purposes of identifying the individuals, administering the organisation, and its activities. The information collected will be limited to what is necessary to perform these functions. This information may include name, address, email, phone number, date of birth, health circumstances, emergency contact details and membership status. Personal information is obtained by Pickleball Australia and Member Organisation in many ways, most notably when a person becomes a member of a pickleball club or State association.

#### Storage of Personal Information:

All personal information collected by Pickleball Australia must be stored securely and confidentially. Preferably, information will be held on Pickleball Australia and/or member organisations facilitate/provided systems e.g Revolutionise / Google Drive not personal storage devices e.g. home computers. Access to this information will be limited to authorised personnel only i.e those who require the information to perform their duties. Access to information by personnel will also be protected by use of passwords and other security measures.

#### Use of Personal Information:

Pickleball Australia and Member Organisations collect your Personal Information for the primary purpose of facilitating participation in Pickleball Australia and Member Association events. We may disclose your information to a third party in limited circumstance, in order to achieve this purpose. We will delete information on request however, this may result in the relevant person or organisation being unable to participate in pickleball. Personal information must not be used for marketing, commercial or personal purposes.

In some circumstances personal information may be collected and analysed for the purpose of supporting Pickleball Australia and/or its Member Organisations in the performance of their functions. For example, the collection of demographics to support a grant application. In these cases, personal information must be deidentified, including 'cleaning' of the metadata, so that it is not possible to identify an individual's information.

#### Management of Personal Information

Members have the right to access, correct, or delete their personal information held by Pickleball Australia. If members wish to make changes to their personal information or have any concerns about the management of their personal information, they can contact the relevant administrator at the national, state, or club/affiliate level.

#### Breach of Privacy

Pickleball Australia takes the protection of members' personal information very seriously. In the event of a breach of privacy, Pickleball Australia will immediately investigate the incident, take appropriate action, and notify affected members as required by law.



### Training

Administrators at all levels of Pickleball Australia will be trained on this privacy policy and the importance of protecting members' personal information. Any administrators provided with access to member information will also be required to sign the terms and conditions of access acknowledging their responsibilities to uphold the intent of this privacy policy (See Appendix A).

### Review

This policy will be reviewed biennially to ensure it continues to meet the requirements of relevant legislation and standards, and to address any changes in Pickleball Australia's activities or practices. By implementing this privacy policy, Pickleball Australia is committed to protecting the privacy of its members' personal information at the national, state, and club/affiliate level.

### Compliance with this Policy

The Complaints, Disputes and Discipline Policy applies to any reports of breaches of this Policy.

### Contacts

For questions about this policy, contact the Chair or Executive Officer at [chair@pickleballaus.org](mailto:chair@pickleballaus.org) or [eo@pickleballaus.org](mailto:eo@pickleballaus.org) respectively.



## APPENDIX A: Administrator Access Terms and Conditions

These terms and conditions ("Terms") apply to all administrators ("Administrator") who access personal information of Pickleball Australia members at the national, state, or club/affiliate level. By accessing or using any of the systems, tools, or platforms used by Pickleball Australia and/or its Member Organisations to manage pickleball and its memberships, the Administrator agrees to be bound by these Terms.

1. **Use of Personal Information:** The Administrator agrees to only use the personal information of Pickleball Australia members for the purposes of administering the organisation and its activities. The Administrator must not disclose members' personal information to any third parties, except when required by law, or with the members' explicit consent.
2. **Confidentiality:** The Administrator agrees to keep all personal information of Pickleball Australia members confidential and not to disclose any such information to any third party without prior written consent from Pickleball Australia.
3. **Security:** The Administrator agrees to take all necessary measures to protect the personal information of Pickleball Australia members from unauthorised access, use, or disclosure. This includes, but is not limited to, implementing appropriate technical and organisational measures to prevent unauthorised access, use, or disclosure of personal information.
4. **Access to Personal Information:** The Administrator agrees to only access the personal information of Pickleball Australia members when necessary to perform their duties. The Administrator must not access personal information for any other reason.
5. **Accuracy of Personal Information:** The Administrator agrees to ensure that all personal information of Pickleball Australia members is accurate and up-to-date. The Administrator must promptly update any inaccuracies or changes to personal information.
6. **Breach of Privacy:** The Administrator agrees to notify Pickleball Australia immediately in the event of a breach of privacy. The Administrator must also cooperate with Pickleball Australia in investigating the incident, taking appropriate action, and notifying affected members as required by law.
7. **Training:** The Administrator agrees to participate in any training provided by Pickleball Australia on privacy and data protection.
8. **Compliance with Law:** The Administrator agrees to comply with all applicable privacy laws and regulations.
9. **Indemnification:** The Administrator agrees to indemnify and hold Pickleball Australia harmless from any claims, damages, liabilities, costs, and expenses arising out of or in connection with any breach of these Terms by the Administrator.
10. **Termination:** Pickleball Australia may terminate these Terms and the Administrator's access to any systems, tools, or platforms used to manage membership details at any time without notice.

### AGREEMENT

By signing below, the Administrator acknowledges that they have read, understand, and agree to be bound by these Terms. The Administrator also represents and warrants that they have the authority to enter into this Agreement on behalf of the organisation they represent.

Signature of Administrator: \_\_\_\_\_

Name of Administrator: \_\_\_\_\_

Date: \_\_\_\_\_