



## **PRIVACY POLICY**

### **The National Privacy Principles**

The National Privacy Principles in the Privacy Act set out how private sector organisations should collect, use and disclose, keep secure and provide access to personal information. The principles give individuals a right to know what information an organisation holds about them and a right to correct that information if it is wrong.

The Federal Privacy Commissioner has written Guidelines to the National Privacy Principles to assist private sector organisations to meet their obligations in the handling of personal information. You can find out more about these principles by calling the office of the Federal Privacy Commissioner on 1300 363 002.

Bowls WA respects your rights to privacy protection under the National Privacy Principles.

Bowls WA observes the National Privacy Principles and applicable privacy laws in collecting and handling your personal information.

### **This Privacy Statement**

Bowls WA routinely collects personal information about Bowls WA Members, Member Clubs, Affiliated Clubs, Leagues, Zones and participants in Bowls WA Programs.

This Privacy Statement is intended to inform the community, including in particular those whose personal information and sensitive information we hold, of our approach to collecting, using and protecting that personal and sensitive information.

Bowls WA considers that protecting your personal and sensitive information is important and Bowls WA takes your right to privacy seriously.

### **Collection**

Bowls WA collects personal information about you only in order to provide its services to you.

Bowls WA may collect personal information such as your name, date of birth, contact details, body size (for outfitting purposes), availability, your training location and other relevant information.

The full details of the personal information Bowls WA collects can be found in the questions that Bowls WA asks in the forms that you have been asked to complete during your involvement with Bowls WA or that which is provided by your Club to Bowls WA with your consent.

Bowls WA may also collect personal information from Member Clubs, Affiliated Clubs, Leagues and Zones relating to their operations to enable Bowls WA to carry out its role and obligations in administering and servicing the sport.

Each time we send a direct marketing communication we will provide you with a means to notify us that you do not want to receive similar communications in the future.

You can also let us know that you do not wish to receive any further mail by phoning Bowls WA on 08 9340 0800 or email [enquiries@bowlswa.com.au](mailto:enquiries@bowlswa.com.au)

### **Collection from third parties**

In some situations Bowls WA may need to collect personal information about you from a third party such as your Club.

If Bowls WA needs to collect personal information about you from any other third party not mentioned in this statement Bowls WA will first endeavour to obtain your consent. If that is not possible we will only obtain from a third party if that is necessary for us to do our job or comply with laws or regulations. In any event, Bowls WA will inform you and will use it only in accordance with our Privacy Statement.

## **Purpose**

Bowls WA collects only personal information about you that it needs in order to provide you with its services and opportunities. If you do not provide the personal information that Bowls WA seeks, the services and opportunities available to you from Bowls WA, may be limited.

## **Storage**

Subject to the disclosure provisions in this statement, all of the personal information held by Bowls WA about you is retained on a protected database or in secure files at Bowls WA.

Only Bowls WA staff may access your personal information and even then only for one of the purposes in this Privacy Statement.

Once Bowls WA no longer has a need for your personal information we will either destroy it or de-identify it.

Highly confidential and/or sensitive information collected as a result of some other action eg, discipline is secured by the Bowls WA Chief Executive Officer.

## **Use**

Bowls WA may use your personal information in order to manage and administer the services it provides to you including to process your membership of Bowls WA via your Club, participation forms, to provide you with participation opportunities, to provide you with other information regarding Bowls WA services to the sport of bowls, for coach and officials accreditation, to allow participants to receive prize money and to ensure that Bowls WA's internal business operations are running smoothly including any reporting or legal requirements it has to fulfil.

## **Disclosure to third parties**

From time to time Bowls WA may disclose your personal information to certain third parties. If Bowls WA does this it requires the recipients to protect your personal information in the same way and to the same high standards that Bowls WA does.

The types of organisations to which Bowls WA may disclose your personal information include:

- Bowls Australia and other State Associations for the purposes of competition participation, selection and other related opportunities.
- External service providers that provide Bowls WA with financial, legal, administrative, information technology, travel, uniform manufacturing, publications and other services
- Sponsorship partners, advertising agencies, marketing and/or sales agencies
- Selectors and committees of Bowls WA and including Bowls Australia, the Australian Commonwealth Games Association, World Bowls and other similar organisations
- Australian Sports Commission and the Department of Sport & Recreation,

- Disciplinary committees of Bowls WA and investigative bodies
- Government agencies (as part of our regulatory or statutory obligations)
- Where there are grounds to believe that disclosure is required in order to prevent a threat to health or life
- Where Bowls WA suspects that unlawful activity is or has been engaged in, such personal information may be used to investigate the suspected unlawful activity; or the use is authorised by law or reasonably necessary to enforce the law.

Bowls WA may also disclose your personal information in accordance with its Constitution and By-laws.

### **Personal Profile and Results**

Bowls WA may also disclose your personal information including your personal profile, photographs of you and your results to the media, in our Newsletter, Jack Hi Magazine, Social Media and on our website for public viewing. The release and use of images of juniors under 16yrs of age will not occur without first obtaining the permission of the parent or guardian.

### **Sensitive Information**

Bowls WA may also need to collect a member's sensitive information including results of police checks, medication being taken, details of specific medical conditions, results from any drug testing undertaken in accordance with National/State drug testing policies.

Bowls WA stores such information in secured files at the Bowls WA office.

Bowls WA may disclose a member's sensitive information to the Australian Sports Drug Agency, Bowls Australia, World Bowls and such other agencies, Side Managers, State Coach and High Performance Committee as required.

Other sensitive information may

- 1) be collected and recorded about you if and when you are involved in any complaint under the Bowls WA Member Protection Policy (MPP) and or subsequent disciplinary action flowing from a complaint
- 2) be collected and recorded about you if and when you are the subject of any disciplinary action under the Bowls WA Constitution and its By-laws

### **Consent to collection of Sensitive Information**

By signing the Bowls WA, Squad, Side or other type of acceptance form you confirm that you have read and understood this Privacy Statement and you consent to the collection, use, disclosure and storage of your sensitive information in accordance with this Privacy Statement.

### **Prohibited Persons Police Check**

Bowls WA may ask for a prohibited persons and/or Police Check to be undertaken by you and will receive the results of such a check in order to determine if you are suitable to be involved with Bowls WA in certain capacities and/or roles.

The results of such checks will be properly secured by Bowls WA with access limited to the Chief Executive Officer and Administration Manager. The detail contained in any Police Check will not be revealed by Bowls WA to any third party other than to state whether you are a suitable person for the role/task/appointment.

## **Access**

You can request access to the personal information that Bowls WA holds about you and you may ask Bowls WA at any time to correct it where you believe it is incorrect or out-of-date. This information will only be disclosed to you on proof of your identity that you will need to produce to the Bowls WA Privacy Officer when seeking to view information held by Bowls WA about you.

A small fee will be charged for accessing your personal information. To access personal information about you, or to obtain more information about your rights or Bowls WA Privacy Statement, please contact the Bowls WA Privacy Officer at:

**Bowls WA**  
**158 Main Street**  
**OSBORNE PARK WA 6018**  
**t: 08 9340 0800**  
**Email: [enquiries@bowlswa.com.au](mailto:enquiries@bowlswa.com.au)**

## **Current Privacy Statement**

This Privacy Statement may be amended from time to time if there are changes in the law or to best privacy protection practices.

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