



BADMINTON AUSTRALIA PRIVACY POLICY

Title:	Badminton Australia Privacy Policy
Type of Policy	Governance
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Responsible Person:	Chair, Governance and Integrity Committee
Authority	Approved by the Board

1. PURPOSE

The protection of personal information is important to Badminton Australia (**BA**). BA is committed to respecting the right to privacy and the protection of personal information.

This document sets out how BA may collect, hold and use personal information. By providing your personal information to BA, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

2. What personal and sensitive information does BA collect?

Personal Information

Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not.

The information collected by BA about a particular person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth, gender, driver's licence number, passport number, working with children check, insurance details, employment history, qualifications or communication history with BA.

Sensitive Information

Sensitive information is a type of personal information that includes:

- racial or ethnic origin;
- political opinions;
- membership of a political association, professional or trade association or trade union;
- religious beliefs or affiliations or philosophical beliefs;
- sexual preferences or practices;
- criminal record; or
- health, genetic information or disability.

If it is reasonably necessary in the circumstances, BA may also collect sensitive information such as a person's medical history, nationality, their ethnic background or disabilities.



BA is required by law to obtain consent when collecting sensitive information. Acceptance of the terms of this policy shall constitute express and informed consent.

3. How does BA collect personal and sensitive information?

Information may be collected when you:

- (a) become a member of a badminton club, association or other body which is a member of or affiliated with BA (**BA Affiliate**);
- (b) subscribe to any publication of BA or a BA Affiliate, including electronic publications;
- (c) provide details to BA or a BA Affiliate in an application, consent form, survey, feedback form or incident report;
- (d) enter personal information into, or agree to having your personal information entered into, one of BA's online systems including but not limited to Revolutionise, tournamentsoftware.com and Jot Forms;
- (e) access the BA website or a website of a BA Affiliate;
- (f) contact BA via email, telephone or mail or engage with BA via social media;
- (g) participate in any program, activity, competition or event run by BA or a BA Affiliate;
- (h) purchase tickets to a BA or sporting event from BA or an authorised agent;
- (i) purchase merchandise, products or services from BA or an authorised agent or licensee;
- (j) are elected or appointed to the Board or a committee of BA;
- (k) apply for employment or a volunteer position with BA or a BA Affiliate including as a coach or official; or
- (l) where BA is required to do so by law (for education, child protection, work health and safety laws, charitable collections, medical treatment or other legislation in Australia).

Providing information

Depending on the circumstances, some types of information will be required and others might be optional. If you do not provide some or all of the information requested, this may affect BA's ability to communicate with you or provide the requested products or services.

By not providing requested information, you may jeopardise your ability to participate in programs or competitions or apply for employment or volunteer positions with BA or a BA Affiliate. If it is impracticable for BA to deal with you as a result of you not providing the requested information or consent, BA may refuse to do so.

Collection from third parties

BA or a BA Affiliate may collect personal information regarding a child from the parent or other responsible person associated with that child.

In many circumstances, BA collects information from BA Affiliates or other third parties. Examples of such third parties could include, without limitation, the Australian Olympic Committee, the Australian Commonwealth Games Association, the Australian Sports Commission, the Australian Sports Anti-Doping Agency, the Australian Institute of Sport, non-affiliated badminton organisations or government and law enforcement bodies.



Information storage and protection

BA stores information in different ways, including in paper and electronic form.

Much of the information we collect from and about our members is added to BA's membership database. When your information is entered into BA's membership database, the information may be combined or linked with other information held about you.

Security of personal information is important to BA. BA has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures BA uses includes strict confidentiality requirements of our employees, volunteers, BA Affiliates and service providers, security measures for system access and security measures for our website.

4. How does BA use and disclose personal and sensitive information?

Use

BA, and third parties to whom we may disclose personal information in accordance with this Privacy Policy, may use your personal information to:

- (a) verify your identity;
- (b) complete background checks;
- (c) research, develop, run, administer and market competitions, programs, activities and other events relating to badminton including via its social media channels;
- (d) research, develop and market products, services, merchandise and special offers made available by us and third parties;
- (e) respond to emergency situations involving or requiring medical treatment;
- (f) administer and manage the BA website; and
- (g) keep you informed of news and information relating to various badminton events, activities and opportunities via various mediums.

BA may use health information to ensure that programs we operate are run safely and in accordance with any special health needs participants may require, and for the purposes of para-athlete classification. Health information may also be kept for insurance purposes. In addition, we may use de-identified health information and other sensitive information to carry out research, to prepare submissions to government, or to plan events and activities.

Disclosure

BA may disclose your personal information to a range of organisations which include, but are not limited to:

- (a) BA Affiliates and other organisations involved in badminton programs in Australia;
- (b) companies we engage to carry out functions and activities on BA's behalf, including direct marketing;
- (c) our professional advisers, including our accountants, auditors and lawyers;
- (d) our insurers;
- (e) relevant sporting bodies such as the Badminton World Federation, Australian Olympic Committee, Australian Commonwealth Games Association, Australian Sports Commission, the Australian Sports Anti-Doping Authority, Australian Institute of Sport, various National Sporting bodies and Federal and State Departments of Sport amongst others; and



(f) other circumstances permitted by law.

In some circumstances, personal information may also be disclosed outside of Australia - for example personal information is disclosed to the Badminton World Federation which is located in Malaysia. In such circumstances, BA will use its best endeavours to ensure such parties are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are suitably similar to the Australian Privacy Principles.

Direct marketing

We will assume consent to use non-sensitive personal information to provide better services and for marketing purposes (including disclosure of such information to service providers).

Every person whose data is collected by BA has the option to refuse e-mail, SMS or posted offers by making a request in writing to BA's Executive Assistant via the contact details set out below or by making use of the opt-out procedures included in any communications from us (however, information relating to the option to unsubscribe from those communications may be retained).

Other disclosures

In addition, BA may also disclose personal information:

- (a) with your express or implied consent;
- (b) when required or authorised by law;
- (c) to an enforcement body when reasonably necessary; or
- (d) to lessen or prevent a threat to an individual or public health or safety.

BA website

When users visit the BA website, our systems may record certain information about their use of the site, including the web pages visited and the time and date of their visit. BA uses this information to help analyse and improve the performance of the BA website.

In addition, we may use "cookies" on the BA website. Cookies are small text files that help a website to remember the preferences of users to improve the experience of using that website. In some cases, the cookies that we use may collect some personal information. BA will treat this information in the same way as other personal information we collect. You are free to disable cookies on your internet browser to prevent this information being collected; however, you will lose the benefit of the enhanced website experience that the use of cookies may offer.

Websites linked to the BA website are not subject to BA's privacy standards, policies or procedures. BA cannot take any responsibility for the collection, use, disclosure or security of any personal information that you provide to a third-party website.

5. Accessing and seeking correction of information held by BA

BA will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly.

We encourage all users to regularly review and update their personal information. If you would like to access personal information that we hold about you, we require you to put your request in writing. If we do not allow you access to any part of the personal information we hold about you, we will tell you why.



Individuals may also request access to their personal information held by us by making a request via the contact details set out below. We will respond to your request for access within 14 days and endeavour to provide the requested information within 30 days. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will see that it is corrected.

6. Resolving privacy issues and complaints

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made to the BA Privacy Officer at this address:

Privacy Officer
Badminton Australia
375 Albert Road
Albert Park VIC 3206
Email: baadmin@badminton.org.au
Phone: [03 8319 5717](tel:0383195717)

We will respond to your complaint within 30 days and try to resolve it within 90 days. If we are unable to resolve your complaint within this time, or you are unhappy with the outcome, you can

contact the Office of the Australian Information Commissioner via its enquiries line 1300 363 992 or website <http://www.oaic.gov.au/> to lodge a complaint.

For further information on BA's management of personal information, please contact BA.

BA may amend this Privacy Policy from time to time and will review it at least every 2 years.