



ACA PRIVACY POLICY

VERSION 2

August 2021

Australian Croquet Association Inc
9/65 Tenant ST
FYSHWICK ACT 2609
ABN 90 330 745 920

PRIVACY POLICY

1 Why do we have a Privacy Policy?

- 1.1 We are required to comply with the Privacy Act 1988 (the Act), and with the Australian Privacy Principles (APP's) contained in the Act. APP 5 requires us to be open about the way we handle certain information, and to that end requires us to have a Privacy Policy.
- 1.2 Our Privacy Policy has been created in accordance with APP 1.3 and 1.4 and describes how the Australian Sports Commission (ACA) complies with the Act.

2 What information is covered by the Privacy Act 1988

- 2.1 The Act covers personal information and sensitive information. Both of these are referred to as "information" throughout this document.
- 2.2 Personal information is "information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion."
- 2.3 Sensitive Information is information or an opinion that is personal information, and is about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences, or criminal record and any health information about an individual.

3 What Information will we collect?

- 3.1 When you register to use the Services, you provide some personal information, such as your name, username, password, and email address.
- 3.2 We only collect information that is necessary for us to carry out our functions or activities. This may include sensitive information.
- 3.3 We may also hold sensitive information, for example about an employee or an athlete. This may include information about health, disability, racial or ethnic origin, criminal convictions, personnel files, employment history and tax file numbers.
- 3.4 Our servers automatically record information ("Log Data") created by your use of the Services. Log Data may include information such as your IP address, browser type, the referring domain, pages visited, your mobile carrier, device and application IDs, and search terms. Other actions, such as interactions with our website, applications and advertisements, may also be included in Log Data. If we haven't already deleted the Log Data earlier, we will either delete it or remove any common account identifiers, such as your username, full IP address, or email address, after 18 months.
- 3.5 Like many websites, we use "cookie" technology to collect additional website usage data and to improve our Services, but we do not require cookies for you to be able to browse public web pages available on <https://croquet-australia.com.au>. A cookie is a small data file that is transferred to your computer's hard disk. We require that your browser stores a session cookie for a successful login and subsequent use of nonpublic services. We may use both session cookies and persistent cookies to better understand how you interact with our Services, to monitor aggregate usage by our users and web traffic routing on our Services, and to improve our Services. Most Internet browsers automatically accept cookies. You can instruct your browser, by editing its options, to stop accepting cookies or to prompt you before accepting a cookie from the websites you visit.

4 How do we use the information

- 4.1 We collect, hold and use personal information that is reasonably necessary for us to operate the Website and to allow you to be registered a Member of the Website.

- 4.2 This includes If we are permitted by law, we may use your personal information to use images of your profile, including your uploaded pictures, in marketing material published by us about the Site. By agreeing to our terms and conditions, you have consented to us using your personal information in this way. That consent will remain current until you advise us otherwise. You can opt out at any time by contacting us using the form at <https://croquet-australia.com.au> or by clicking on the 'unsubscribe' link at the bottom of an email we send you.
- 4.3 If we are permitted by law, we may use your personal information to send to you by email newsletters, updates, and other information about the Site. By agreeing to our terms and conditions, you have consented to receiving these communications, that consent will remain current until you advise us otherwise. You can opt out at any time by contacting us using the form at <https://croquet-australia.com.au> or by clicking on the 'unsubscribe' link at the bottom of an email we send you.

5 When do we disclose the information?

- 5.1 We only disclose information where we need to in order to advance your interests, or when we are required by law to disclose it. Generally, we will try to ensure that you are aware whenever information is being disclosed to a third party.
- 5.2 We engage certain trusted third parties to perform functions and provide services to us, including contacting you by email to advise you of news and information relating to the Services. We may share your personal information with these third parties, but only to the extent necessary to perform these functions and provide such services, and only where these third parties have agreed to honour the protections of this privacy policy.
- 5.3 ACA reserves the right to cooperate with any legal process and any law enforcement or other government inquiry related to your use of the Services. We may provide information relevant to a court subpoena or to a law enforcement or other government investigation. You acknowledge and agree that we may collect, transmit, store, disclose and analyse such information for these purposes.
- 5.4 In the event that ACA is involved in a winding up, merger, acquisition, reorganisation or sale of assets, your information may be sold or transferred as part of that transaction. The promises in this privacy policy will apply to your information as transferred to the new entity.

6 How do we keep your information secure?

- 6.1 Paper documents are protected from unauthorised access or use through the various security systems that we have over our physical premises. We also maintain up-to-date computer and network security systems with appropriate firewalls, access controls and passwords to protect electronic copies of personal information.
- 6.2 We are the only people who are allowed to handle or have access to personal information and those who perform services for us who require personal information to do their jobs. All employees are bound by the Code of Behaviour in the Member Protection Policy to not misuse personal information. Those who perform services on our behalf are also bound by agreements that include privacy clauses.
- 6.3 If we no longer require an individual's personal information, we will take reasonable steps to destroy it in a secure manner or remove identifying features from it. This is subject to any legal obligation (such as the Archives Act, 1983) that requires the ACA to keep information for a certain period of time.

7 Complaints

- 7.1 We will be efficient and fair when investigating and responding to any privacy complaints.
- 7.2 Any privacy complaints received, must in writing and will be initially investigated by the ACA Complaints Officer and will be escalated as required. We will respond to all complaints within a reasonable period appropriate to the specific complaint.

8 Can you access the information?

- 8.1 You are entitled to ask what information we hold about you. We will, within a reasonable time, inform you of the personal information and/or sensitive information that we hold about you. You may then ask us to show you the information so that you can check to ensure that it is accurate, complete and up to date. We will give you access to the information for this purpose unless we are entitled to refuse access pursuant to NPP 6.1, in which case we must provide you with reasons for the refusal.

9 Changes to this Policy

- 9.1 We may revise this Privacy Policy from time to time. The most current version of the policy will govern our use of your information and will always be at be at <https://croquet-australia.com.au>. If the revision, in our sole discretion, is material we will notify you via an e-mail to the email associated with your account. By continuing to access or use the Services after those revisions become effective, you agree to be bound by the revised Privacy Policy.

Authorisation

Approved by the Board, 18th August 2021



Jim Clement
Secretary to the Board

Document History

No.	Date reviewed	Date endorsed	Amendment
1	November 2018	February 2019	Document prepared to comply with the <i>Privacy Act 1988</i> (Cth) and the APP, was reviewed by Parbery Consulting.
2	August 2021	August 2021	Document reviewed by Snedden Hall & Gallop, to ensure was up to date with the <i>Privacy Act 1988</i> (Cth) and the APP.