

PRIVACY POLICY

This document sets out the Rowing New South Wales (Rowing NSW) policies on management of personal information.

Rowing NSW recognises that privacy is important and that individuals have a right to control their personal information.

Definitions of terms in the Commonwealth Privacy Act (such as “personal information”) also apply in this policy.

Rowing NSW may update this policy from time to time.

Rowing NSW is committed to complying with the National Privacy Principles (NPPS) of the Privacy Act. Rowing NSW’s Privacy Policy governs collection, storage, use and disclosure of personal information.

Collection

Rowing NSW generally collects the following kinds of personal information, for the following purposes, which are necessary in Rowing NSW’s day-to-day service delivery of the sport.

- Members and affiliates names and contact details, so that Rowing NSW can maintain a register, maintain contact with, and provide membership benefits to those members
- Members of affiliates’ names and contact details to maintain a register of those members, to arrange and maintain insurance cover
- Names and contact details of volunteers, to keep a register and maintain contact with those volunteers
- Names and details of customers’ financial payments to service those customers through payment of monies owed to and by the New SouthWales Rowing Association
- Records of Restricted Asthma medications taken by members, for Sports Drug Agency competition testing
- State Team members’ medical conditions and records of injuries and treatments, so that our medical staff can decide appropriate action or treatment if needed
- Members of affiliates’ names and details, to analyse members’ demographics Rowing NSW and Rowing Australia marketing purposes only

Where possible Rowing NSW collects information from the individual concerned. At the time of collection, Rowing NSW endeavours to advise the individual of:

- a) the relevant purpose of that information,
- b) the name and contact details of Rowing NSW
- c) the fact they are able to access their information

Whether the information is collected from an individual or from elsewhere, and whether or not we obtain written consent, Rowing NSW always deals with that information in accordance with this policy.

Rowing NSW takes reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date and is obtained fairly and lawfully.

Storage

Rowing NSW takes steps to make sure that personal information is stored securely, and accessed only by personnel with authority to do so.

Paper copies of personal information are stored in a physically secure place, and there are appropriate access controls in place for technologically stored information.

When personal financial information is given to Rowing NSW via telephone, fax or email this information is used for servicing those customers and is then destroyed.

Use

We use the information above for the purposes outlined.

We also analyse information from time to time; in order to improve our services and products provided to our members and customers. This analysis is based on aggregate information, not information pertaining to specific individuals.

We may also use certain information from time to time, where lawful to do so, to communicate with members, potential members, customers and potential customers about services or products available to them. If a member or customer advises us that they do not wish to receive communications of that nature, we will comply with that request.

Rowing NSW will not on-sell or distribute personal information collected to third parties.

Disclosure

We may disclose personal information in the following ways:

- We disclose personal information when we are required legally to do so
- We disclose personal information to others when they carry out tasks for us which are necessary to achieve the organisation's operational and strategic goals
- We disclose personal information to subsequent members who have specifically requested those members' information and are known to be requesting the information in the best interests of the sport or the individual concerned.

Further Information

For further information regarding the Rowing NSW's use of personal information or to request access to the information we might hold that is relevant to you, please contact the Rowing NSW on:

Phone: (02) 9555 6111

Email: office@rowingnsw.asn.au