

# Sparta Gymnastics Privacy Procedure

**PROCEDURE NAME:** Sparta Gymnastics Privacy Procedure

**DATE OF ISSUE:** January 2023

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**CONTROLLING BODY:** Sparta Gymnastics – Managing Director

## STATEMENT OF COMMITMENT

Sparta Gymnastics is committed to providing the highest levels of membership service, which includes protecting members' privacy. From 1st January 2023, we are bound by new sections of the Commonwealth Privacy Act (1988), which sets out principles concerning the protection of individuals' personal information.

The aim of these laws is to ensure that organizations handle personal information responsibly, and provide a consistent approach to its collection, use, disclosure, access, and protection. These laws also grant individuals new rights, such as access to and correction of their personal information.

This Privacy Procedure contains important information the Privacy Act requires us to communicate to all members regarding the use of personal information:

- Define what is personal information
- How we collect personal information
- How we use personal information
- When we disclose personal information
- Storage and security of personal information
- Accuracy of personal information
- Access to personal information

## PROCEDURE COVERAGE

### What is personal information?

Personal information is defined in the Privacy Act as information or an opinion (including information forming part of a database), whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

## **What information will be covered?**

All personal information gathered by, or on behalf of, Sparta Gymnastics for the purpose of managing membership, education, events, and merchandise.

## **APPLICATION OF PROCEDURE**

This procedure applies to all members of Sparta Gymnastics: employees, officers, administrators, volunteers, coaches, judges, athletes, and officials.

This procedure also applies to all Sparta Gymnastics disciplines, including Men's Artistic Gymnastics, Women's Artistic Gymnastics, Rhythmic Gymnastics, General Gymnastics, Sport Aerobics, Trampoline Sports, and Sports Acrobatics.

This procedure covers behavior occurring both within and outside Sparta Gymnastics business, activities, and events when such behavior negatively affects relationships within the sport and work environment.

## **REQUIREMENTS AND RESPONSIBILITIES**

### **How we collect personal information**

Sparta Gymnastics collects personal information that you volunteer when:

- Registering for membership
- Entering a Sparta Gymnastics event or participation program
- Participating in a Sparta Gymnastics course
- Purchasing Sparta Gymnastics merchandise
- Requesting information from Sparta Gymnastics
- Providing information to our staff
- Participating in our surveys

### **How we use personal information**

We only collect information necessary to provide services related to membership, education, events, and merchandise.

Your personal information may be used to:

- Provide the services you require
- Conduct internal accounting and administration
- Fulfill regulatory reporting and compliance
- Identify and inform you about other products or services

If you do not wish to receive information about other services or products, or if you do not want us to disclose personal information to third parties, you can notify us by writing to our membership officer.

If you choose not to provide personal information, we may not be able to offer the services you require.

### **When we disclose personal information**

We may disclose personal information to organizations that assist us in providing services, such as:

- Insurers
- Sport Education Section (ASC)
- Professional advisors (accountants, auditors, lawyers)
- Government and regulatory authorities

We limit the use and disclosure of your personal information to the specific purpose for which it was supplied.

### **Storage and security of personal information**

Personal information is stored in both paper and electronic formats. We have implemented measures to ensure the secure storage of your personal information.

### **Accuracy of personal information**

We take reasonable steps to ensure that personal information is accurate, complete, and up-to-date whenever it is collected, used, or disclosed.

### **Access to personal information**

You have the right to access your personal information. Requests can be made by contacting our membership officer.

## **PROCEDURE BREACHES AND CONSEQUENCES**

### **Procedural Steps**

Sparta Gymnastics will address any complaints regarding breaches of this Privacy Procedure promptly and confidentially.

## **Discussion**

In the event of a complaint, Sparta Gymnastics encourages the complainant to:

- Approach the individual causing the issue and request they cease the behavior.
- If the behavior continues, contact a coach, manager, Member Protection Contact Officer, or an official from Sparta Gymnastics or Gymnastics VIC.

## **CONFIDENTIALITY AND REPORTING**

Sparta Gymnastics management will keep confidential the names and details of complaints unless:

- Disclosure is necessary for disciplinary action
- Required by law

Additionally, Sparta Gymnastics will keep members' details confidential unless disclosure is required for entry to competitions, insurance purposes, or for resolving breaches.

Report any incidents of breaching this procedure to the General Manager and follow up with risk management procedures, as outlined in the risk management plan and member protection policy.

**Managing Director**

Serge Sharapayeu

