

## **PRIVACY**

This document sets out Queensland Little Athletics Association's policies on management of personal information. In this policy, "we," "us" and "our" refer to Queensland Little Athletics Association, and "you" and "your" refer to individuals from whom we might collect personal information. Definitions of terms in the Commonwealth Privacy Act (such as "personal information") also apply in this policy. The Association from time to time may update this policy as deemed appropriate.

Our policy governs our collection, storage, use and disclosure of personal information. We outline our policy in each of those areas below.

### **COLLECTION**

We generally collect the following kinds of personal information, for the following purposes, in the course of our business:

- The names and contact details of the members of Affiliates, so that we can keep a register of, and maintain contact with, those members and so we can arrange and maintain our Insurance coverage;
- Records of injuries to, and the medical conditions of, athletes and of the treatment provided to athletes and their attendance at athletics clinics and camps so that our representatives can decide whether it is appropriate for a particular athlete to participate in athletics activities or to attend a particular clinic;
- Names and contact details of participants in corporate hospitality and events, so we can analyse our market, and for marketing purposes;
- Names and contact details of individuals who receive priority notice of specials so we can provide that notice; and
- Where possible, we collect that information from the individual concerned. At the time we collect information, we try to advise the individual of the relevant purpose and obtain the individuals consent.
- Whether we collect personal information from an individual or from elsewhere, and whether or not we obtain written consent, we always deal with that information in accordance with this policy.

### **PERSONAL INFORMATION AND OUR WEB SITE**

In addition to information entered into our web site, the site automatically collects two types of information. First, we may from time to time collect information relating to use of our web site, such as the pages are requested and accessed and which browser software maybe being used. This information enables us to identify the areas of the site, which are popular and tailor the site accordingly. This feature allows us to make our site more useful by appearing to remember information about a user during and between visits.

### **STORAGE**

We take steps to make sure personal information is stored securely. Those steps include storing paper records in a physically secure place and using appropriate access controls in relation to our information systems.

## **USE**

We use the information outlined above for the purposes set out above. We also analyse information from time to time, in order to improve our business and our products and services. The analysis is performed on aggregated information, not information relating to specific individuals.

We may also use certain information from time to time, where lawful to do so, to communicate with customers and potential customers about products or service offerings in which they may be interested. However, each time we contact a customer in this way, we ask whether they wish not to receive any further such communications. If a customer advises us that they do not wish to receive communications of that nature, we comply with that request.

## **DISCLOSURE**

We may disclose personal information in the following ways:

- We disclose personal information when we are legally required to do so;
- We disclose personal information to others when they carry out tasks for us, which are necessary to achieve the above purposes. For example, we disclose contact information to the organisations, which fulfil purchase orders from our members.

## **FURTHER INFORMATION**

For further information about Queensland Little Athletics' use of personal information, or to request access to the information we might hold about you, please contact the Chief Executive Officer on telephone (07) 3255 9436; email [info@qlaa.asn.au](mailto:info@qlaa.asn.au) or fax (07) 3255 9438.