



# Privacy Policy

Policy No: TWA6  
Date Approved: 1 May 2004  
Date Reviewed: 1 May 2004

## **1. Purpose**

To ensure compliance with privacy legislation and the principal that all personal information collected is primarily for membership purposes.

- 1.2 To ensure that all personal information collected will not be released for any form of commercial gain and will be maintained in a secure location.

## **2. Scope**

- 2.1 This policy applies to all members, officials, instructors, coaches, athletes, volunteers and employees of Taekwondo Western Australia (TWA).

## **3. Who is TWA?**

- 3.1 TWA is a non-profit sporting association appointed as the governing body and promoter of Taekwondo in Western Australia.

- 3.2 TWA is a democratically formed body made up of an Executive Council, which makes all of the business decisions for and on behalf of TWA.

- 3.3 TWA has a number of specialist sub-committees, known as Boards or Committees, chaired by senior members of the Executive Council with a specific expertise. The sub-committees are responsible for the promotion and development of their area of expertise within the context of the sport and martial art of Taekwondo. The sub-committees are the:

- (1) Coaching Board;
- (2) Referee Board;
- (3) Technical Committee;
- (4) Tournament Committee;
- (5) Marketing/Publicity Committee;
- (6) Finance/Budgeting Committee;
- (7) Policy Review Committee;
- (8) Judiciary Committee;
- (9) Appeals Panel.

#### **4. Collection of Personal Information**

- 4.1 TWA understands that members may have concerns about their privacy and the confidentiality and security of information that TWA may obtain about them.
- 4.2 TWA's policy is to protect members' privacy and their personal information that it may collect from time to time.
- 4.3 TWA has undertaken to comply with the requirements of the *Privacy Act 1988* and the National Privacy Principles included in the *Privacy Act (Private Sector) Amendment Act 2000*.
- 4.4 Personal information is collected by TWA for the primary purpose of membership requirements and/or competition purposes. TWA collects details such as your name, address, telephone and fax numbers, email address, gender, age, marital status, weight, rank and date of promotion.
- 4.5 A hard copy file containing the members' applications and entry details are retained in a secure location in accordance with the Act and kept for a period of seven years in accordance with current Federal and State legislation governing document retention, before being destroyed.

#### **5. Failure to Provide Personal Information when Requested**

- 5.1 Failure to provide the information sought by TWA for the purposes detailed in this policy may not enable TWA to complete the membership process or any specific service requested, ie TWA may not be able to include you in an event you may have entered or assign benefits to you as a member.

#### **6. How does TWA Secure Personal Information?**

- 6.1 To prevent unauthorised access to personal information, TWA stores electronic copies of the information in the form of data files on computers that have security devices. Only staff authorised by the Executive Council have access to those data files.
- 6.2 Hard copies of any information are stored in secured offices.

#### **7. To Whom Does TWA Disclose Personal Information?**

- 7.1 A member's personal information will only be used or disclosed by TWA as allowed by the *Privacy Act 1988* and the National Privacy Principles included in the *Privacy Act (Private Sector) Amendment Act 2000*.
- 7.2 To facilitate TWA delivering better service and benefits to its members, personal information can be shared with other organisations including the national sporting association, Taekwondo Australia.

7.3 To conduct TWA's operations, TWA occasionally engages independent operators, contractors and parties. Accordingly, some of this information may be used or disclosed in part by TWA to:

- (1) enable mail contractors to deliver documents and communications to members;
- (2) officers of a government law enforcement agency in connection with the lawful performance of their duty;
- (3) a debt collection agency for financial default purposes;
- (4) send direct mail to members with news of special offers or the availability of new products, events and services;
- (5) external advisors, including TWA's representative body for the purpose of outsourcing the processing of members cheques;
- (6) any other of TWA's external advisors.

## **8. Withdrawing Consent**

8.1 If a member does not consent to any of the disclosures referred to above, then they can advise TWA in writing at its office at PO Box 1619 Osborne Park, WA, 6916. Or contact the Secretary General directly by telephone.

8.2 TWA will then ensure that your personal information is not used for this purpose. This exemption cannot apply where TWA is required by law to provide such disclosure.

## **9. Member Access to Personal Information**

9.1 Members may, upon written request, access their personal information as obtained by TWA. To the extent possible TWA will allow access to members personal information. However, there are times that TWA is not in a position to do so (eg where it would be unlawful to do so). If TWA denies access to member to personal information, TWA will notify the member of its refusal and the basis for it.

9.2 Any member requiring access should contact the Secretary General directly.

## **10. Changes to Personal Information**

10.1 TWA endeavours to ensure that the personal information held is accurate, complete and up to date.

10.2 Where a member believes that personal information held by TWA is not accurate complete or up top date, then that member should advise TWA and every effort will be made to correct the information.

## **11. Lodgement of Complaints**

11.1 For any purposes associated with privacy matters including the lodgement of a complaint, the Secretary General of TWA directly. The members enquiry will be directed to the appropriate officer to deal with the enquiry or complaint.

11.2 Copies of this policy will be made available to any member that requires a copy.

## **12. Policy Review and Approval**

The TWA Executive Council approved this policy on 1 May 2004.

12.2 The Councillor responsible for this policy will ensure a review of this policy is conducted periodically.

## Consent to Collection of Personal Information

I hereby consent to TWA collecting, using and disclosing my personal information as outlined in TWA's Privacy Policy.

I understand that I am entitled to access my own records except where access is denied in accordance with the provisions of TWA's Privacy Policy.

I understand that I may withdraw my consent to use and disclosure of my personal information (except where legal obligations must be met by TWA).

**Member Name:**

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**Signed:**

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**Date:**

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