



# PRIVACY POLICY

Policy number	BH8
Responsible person	General Manager
Version	1.0
Approved by Board	February 2025
Scheduled review	January 2026

## 1. INTRODUCTION

The protection of personal information is important to Badminton Hobart (BH). BH is committed to respecting the right to privacy and the protection of personal information.

This policy explains how BH may collect, hold and use personal information.

By providing your personal information to BH, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

BH may update this policy from time to time.

## 2. POLICY

### Personal Information

1. BH may collect personal information (including information part of a database) from which it is possible to determine someone's identity.
2. The personal information collected by BH about a particular person will vary depending on the circumstances of collection, it may or may not include (but is not limited to):
  - a. full name
  - b. email
  - c. postal address
  - d. home phone number
  - e. mobile phone number
  - f. date of birth
  - g. gender
  - h. credit card details
  - i. driver's license number
  - j. passport number
  - k. insurance details
  - l. employment history or qualifications
  - m. communication history with BH

### Sensitive Information

3. BH may, in limited circumstances, collect information that is characterised as sensitive information and that includes information or an opinion about someone's:
  - a. race or ethnic origin
  - b. political opinions
  - c. membership of political association, professional or trade association or trade union
  - d. religious beliefs or affiliations or philosophical beliefs
  - e. sexual preferences or practices
  - f. criminal record; or
  - g. health, genetic information or disability.
4. BH is required by law to obtain consent when collecting sensitive information.

BH will assume consent to the collection of all sensitive information that is provided to it for use in accordance with this Privacy Policy, unless told otherwise.

### **Collecting Information**

5. BH may collect personal and sensitive information in the following ways:
  - a. becoming a member of BH, or another BH associated club
  - b. providing details to BH in an application, consent form, survey, feedback form or incident report
  - c. enter personal information into, or agree to having your personal information entered into one of BH's online systems
  - d. accessing the BH website
  - e. contacting BH via email, telephone or mail or engaging with BH via social media
  - f. participating in any program, activity, competition or event run by BH or another BH associated club
  - g. are elected to the Board
  - h. are appointed to any sub-committee; or
  - i. where BH is required to do so by law (for education, child protection, work health and safety laws, charitable collections, medical treatment or other legislation in Australia).

### **Providing Information**

6. Depending on the circumstance, some types of information will be required, and other types may be optional.
  - a. If you fail to provide information that is required, this may:
    - i. impact BH's ability to communicate with you
    - ii. provide the requested services
    - iii. jeopardise your ability to participate in programs or competitions
    - iv. apply for employment or volunteer positions at BH
  - b. If it becomes impractical for BH to deal with you because of your failure to provide information or consent, BH may refuse to do so.

## Collection from Third Parties

7. BH may collect personal information regarding a child from the parent or other responsible person associated with that child.
8. BH may collect personal information from clubs associated with BH.

## Information Storage and Protection

9. BH stores information in different ways, including on paper or electronically.
10. Most of the information that BH stores is held within the membership database, which may be combined or linked with other information held about you.
11. BH has taken important steps to protect information from misuse, loss, unauthorized access, modification or disclosure, some of these steps include (but are not limited to):
  - a. confidentiality requirements from employees, volunteers and Board members
  - b. security measures for system access
  - c. security measures for the BH website

## BH Use of Personal and Sensitive Information

12. BH may use personal information to:
  - a. verify your identity
  - b. complete background checks
  - c. research, develop, run, administer and market competitions, programs, activities and other events relating to badminton
  - d. respond to emergency situations involving or requiring medical treatment
  - e. administer and manage the BH website; and
  - f. keep you informed of news and information relating to various badminton events, activities and opportunities via various mediums
13. Additionally, BH may use health information to ensure that programs we run are done so safely and in accordance with any special health needs participants may require.
14. Health information may also be kept for insurance purposes.

## BH Disclosure of Personal and Sensitive Information

15. BH may disclose your personal information to the following organisations:
  - a. Badminton Tasmania
  - b. Badminton Australia
  - c. Any other organisations as permitted or required by law
16. In situations where the information is disclosed to other organisations, BH will strive to ensure that the personal information is only used by the organisation for a clear purpose as communicated to BH and handled in a manner coinciding with Australian Privacy Principles.
17. In addition, BH may also disclose personal information in the following situations:
  - a. where your express or implies consent is provided
  - b. to an enforcement body when reasonably necessary
  - c. To lessen or prevent a threat to an individual or public health or safety.

## Direct Marketing

18. BH will ensure that any direct marketing utilising personal details provided to BH is only undertaken by BH itself concerning upcoming programs, events and activities.

### Accessing and Seeking Correction of Information held by BH

19. BH will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up to date.
  - a. however, BH relies on the accuracy of personal information provided to us both directly or indirectly
  - b. BH encourages users to regularly review and update their personal information
  - c. if you would like to access personal information that is held about you, we require you to put your request in writing
    - i. please send an email to [info@stba.net.au](mailto:info@stba.net.au) regarding any such requests
    - ii. we will respond to your request for access within 14 days and endeavour to provide the requested information within 30 days
    - iii. if you find your information is out-of-date, incorrect or incomplete please inform us and we will update it immediately
  - d. if BH denies your request regarding the personal information about you, we will explain why

### 3. RESOLVING PRIVACY ISSUES AND COMPLAINTS

For any issues in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made to the General Manager at [info@badmintonhobart.com](mailto:info@badmintonhobart.com)

- a. we will respond to your complaint within 30 days and try to resolve it within 90 days
- b. if we are unable to resolve your complaint within this time, or are unhappy with the outcome, you can contact the Office of the Australian Information Commissioner via its enquiries line 1300 363 992 or website <http://www.oaic.gov.au/> to lodge a complaint

### 4. RELATED DOCUMENTS