



**Privacy Policy
of
Little Athletics Australia
Incorporated**

February 2020

Little Athletics Australia Privacy Policy

1. Protecting Privacy

Your privacy is very important to Little Athletics Australia (LAA). This privacy policy provides information about the personal information that LAA collects and the ways in which LAA may use, hold and disclose this personal information. It also sets out how you can access that information and who to contact should you have any concerns regarding the use by LAA of your personal information or your child's personal information.

As a general observation, LAA may in certain circumstances disclose personal information to Affiliated State Bodies (see Annexure A below for details of Member Associations) and Member Associations may disclose personal information to LAA. Each of LAA and a Member Association will collect and use personal information in accordance with their privacy policy.

2. LAA Privacy Policy

This policy describes the way LAA collect, hold and disclose personal information. Personal information is broadly information that identifies you or could identify you. This privacy policy has been formulated generally in accordance with the principles set out in the Privacy Act 1988 (Cth), including the Australian Privacy Principles. Whilst LAA is not generally bound by this legislation, LAA considers that the principles underlying the legislation are sound and should have general application where they are appropriate to apply. LAA may vary or amend this policy from time to time, by posting an updated policy accessible via the LAA website.

Protecting personal information is fundamental to LAA's relationship with LAA members and the wider community. All personal information received in connection with an LAA Product or service, or in the conduct of LAA's business (including without limitation being a promoter of competitions for its members or the broader community from time to time), is therefore treated seriously, having regard to the legal obligations of LAA.

3. Privacy of Children

The Privacy Act protects personal information of an individual regardless of age. The Act does not specify an age after which an individual can make their own privacy decision. It is clear however that for their consent to be valid an individual must have the capacity to consent. Given this is the case, LAA will assume an individual under the age of 15 does not have the capacity to consent so in all relevant circumstances consent must be obtained from the parent/guardian of a child. Whilst LAA considers all personal information of an individual should be protected it is even more important to protect the sensitive information of children which includes racial or ethnic origin, religious or philosophical beliefs, sexual orientation, gender and health or genetic information. LAA consider other important personal information in this context for children includes amongst other matters the name, address, phone number and birth date of the child, general location information in respect to the child and internet protocol address of the child (if any are recorded).

4. Accessing LAA Online

The "LAA Website" refers to the Little Athletics Australia website with its top-level domain located at <https://littleathletics.com.au/>, all related sub-domains and any other LAA websites (including any LAA Member Association website) which provides a LAA product, LAA service or LAA-related product or service. You need not disclose your identity to LAA in order to visit the LAA website, except where personal

information is voluntarily supplied. However, it is important to understand that LAA or Member Associations internet server may in certain circumstances automatically record details about any computer used to access the website (such as the IP address, domain name and browser type), the date and time of access, and details of the information downloaded. This information is used for internal statistical purposes and to improve the LAA website.

Cookies

LAA may use "cookies" on the LAA website. A cookie is a small text file that the LAA website may place on your computer. Usually, cookies are used as a means for our websites to remember your preferences and are thus designed to improve your experience of the LAA website. Cookies may collect and store personal information about you.

You can configure your browser to accept all cookies, reject all cookies, or notify you when a cookie is sent. Each browser is different, so check the "Help" menu of your browser to learn how to change your cookie preferences.

If you disable the use of cookies on your web browser or remove or reject specific cookies from our website or linked sites then you may not be able to gain access to all of the content and facilities on the LAA website.

Website Analytics

When you visit and browse the LAA website, our website host and some third-party service providers may collect information for statistical, reporting and maintenance purposes.

Subject to the terms of this privacy policy, this information is used to administer and improve the performance of the LAA website and will not be used to identify you. The information may include:

- the number of users visiting our website and the number of pages viewed;
- the date, time and duration of a visit;
- visiting patterns of individuals accessing the LAA website;
- the IP address of your computer; and
- the path taken through our website.

LAA uses website analytic services to help analyse how you use the LAA website (Website Analytics). Website Analytics generate statistical and other information about website use by means including but not limited to cookies which are stored on users' computers. The information generated is used to create reports about the use of the LAA website. Our third- party providers of these services may store this information. LAA will not (and will not allow any third party to) use Website Analytics to track or to collect any personally identifiable information of visitors to the LAA website. LAA will not associate any data gathered from the LAA website with any personally identifying information from any source as part of LAA's use of Website Analytics.

LAA treats personal information that may be obtained through cookies and any other information supplied to us (for example if you send us an email) in accordance with this privacy policy.

5. Information Collected

Generally, LAA collects personal information directly from your use of LAA's website and any registration you make to receive information, including via email. The personal information which LAA and Member Associations may collect and hold includes:

- your name, address, email address, gender, DOB, contact information and your Member Association or the Member Association Centre;
- information about dealings with us and Member Associations including membership history, and subscriptions for LAA services (custom information relevant to the Member Association and your Centre in order to fulfil registration requirements);
- your IP address and geolocation; and
- information derived from the use of "cookies".

In addition, you may also provide to us and we may collect and hold additional personal information, such as:

- details of the items ordered or purchased from us.

By providing LAA with personal information, you consent to that information being collected, used, disclosed and stored in accordance with this Privacy Policy.

If you do not give personal information to LAA, it may affect the ability of LAA and Member Associations to provide you with LAA products and/or services.

LAA takes all reasonable precautions to ensure that the personal information collected, used and disclosed is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent in the information you provide.

It is important to note that where we engage with you multiple times over a short period in relation to the same matter, we may not provide you with a separate notice about privacy each time we engage with you.

6. Information from Third Parties

During the course of business, LAA may also collect personal information that is given to them by a third party (for example, a corporate partner of LAA or Member Association or Member Association Centre or information that is on a publicly maintained record). This information forms part of the personal information described in this policy. LAA will not intentionally solicit personal information that is unintentionally disclosed.

7. Storage of Personal Information

LAA protects any information that it holds about you from misuse or loss. Additionally, your privacy is further protected by LAA restricting access to your personal information to those members of staff or officers who need it, either to process information or to provide you with the services requested.

Your personal information may be stored in hardcopy documents, as electronic data or in the software systems of LAA. Wherever reasonably practicable, LAA will store personal information on data servers that are owned and controlled by LAA and are located within the geographical borders of Australia. However,

some of your personal information may be transferred, stored, processed, used or disclosed overseas by LAA, Member Associations or by LAA third party service providers.

8. Use & Disclosure of Personal Information

LAA collects, holds, uses and discloses your personal information for purposes including, without limitation:

- to verify your identity;
- to improve the LAA website;
- to provide, and to assist Member Associations with providing products and services to you, to manage and account for the products and services, and to improve the products and services;
- to manage LAA and Member Associations relationship(s) with you;
- to provide you with information about events, products and/or services that may interest you;
- to facilitate the internal business operations of LAA and Member Associations;
- to promote and market LAA events, products or services;
- to enable corporate partners and sponsors of LAA, including Members Associations, as well as their related bodies corporate, to market and promote their products and services to you; and
- to our third- party service providers in connection with any of the above.

LAA may also disclose personal information where it is otherwise permitted to do so by law.

Where you provide your personal information directly to a particular Member Association, although it may be disclosed to LAA, that personal information will not ordinarily be shared with a different Member Association. However, there may be some exceptional circumstances where this personal information is shared between the two Member Associations and also with LAA. For example, if in a transaction you deal with two Member Associations, that dealing may be disclosed to both Member Associations.

You consent to LAA using your personal Information for sending you information, including promotional material, about LAA or Member Associations, or LAA or Member Associations' products and services, as well as the products and services of third parties, now and in the future. You also consent to us sending you such information by means of direct mail, email and text messages. You can contact us using the contact details specified in paragraph 9 if you do not want to receive marketing information from us.

LAA does not otherwise disclose personal information without your permission, unless the disclosure is:

- in accordance with this privacy policy or any agreement you enter into with us; or
- required or authorised by law; or
- generally required under the Australian Privacy Principles under the Privacy Act 1988 (Cth) where these principles are appropriate

LAA does not willingly disclose personal information to overseas recipients.

9. Information Security

LAA will take reasonable steps to protect all personal information within their direct control from misuse, interference, loss, unauthorised access, modification or disclosure. LAA will take reasonable steps to hold information securely in electronic or physical form in access -controlled premises or in electronic databases requiring logins and passwords.

LAA also maintain computer and network back-up and security systems.

10. Contacting LAA Regarding Access & Correction and Privacy Complaints

An individual may:

- request access to and seek the correction of their personal information held by LAA at any time;
- make a complaint in relation to a breach of privacy; or
- submit a query or concern about this privacy policy or LAAs' information handling processes,

by contacting LAA at admin@littleathletics.com.au by email.

Access

You have the right to access your personal information. However, you will be required to provide proof of identity in order to obtain access to your personal information. LAA may charge a fee where access is provided. LAA may refuse to provide access if permitted to do so by law. LAA aims to provide access to your personal information within 30 days of a valid request.

Complaints

At all times, privacy complaints:

- will be treated seriously;
- will be dealt with promptly;
- will be dealt with in a confidential manner; and
- will not affect your existing obligations or affect the commercial arrangements between you and LAA.

Your complaint should include:

- your contact details and any relevant reference numbers or identifiers;
- the name of the Member Association, Region, Centre (or other organisation) involved;
- a brief description of the privacy problem;
- any action the organisations have taken to fix the problem;
- what is being sought to resolve the complaint;
- copies of any relevant documents.

LAA's Privacy Officer will commence an investigation into your complaint and respond within 30 days. You will be informed of the outcome of your complaint within a reasonable period of time following completion of the investigation.

Annexure A

Member Associations mean:

Little Athletics Victoria

Little Athletics New South Wales

Little Athletics ACT

Little Athletics Queensland

Little Athletics South Australia

Little Athletics Tasmania

Little Athletics Western Australia

Athletics Northern Territory

Members Association Centre means a Centre that comprises a member of a Member Association.

VERSION CONTROL

Date	Version #	Action Taken / Updates
February 2020	1.0	Draft policy to be approved by the LAA Board