



PRIVACY POLICY

Adopted: September 2014

Introduction

Water Polo Australia Limited (“**WPA**”) of Level 2, Building B, 6 Figtree Drive Sydney Olympic Park in the State of New South Wales 2127, is the governing body for the sport of water polo in Australia.

WPA is subject to the *Privacy Act 1988* (Cth) (the “**Act**”) including the Australia Privacy Principles made thereunder. This Privacy Policy sets out the ways in which WPA collects, uses and discloses personal information and also explains your rights and how to contact WPA.

The term “personal information”, as it is used in this Privacy Policy, is given the same meaning as given in the Act. Basically, personal information is information that identifies you, or could reasonably identify you.

WPA may from time to time update this Privacy Policy by publishing an updated version of this Privacy Policy on its website, www.waterpoloaustralia.com.au (the “**WPA Website**”).

Individuals will have the option of not identifying themselves when dealing with WPA provided that it is lawful and practical to do so.

Kinds of information that WPA collects and holds

WPA collects and holds personal information about players, coaches, trainers, officials, supporters, volunteers and other individuals interested in the sport of water polo in Australia, obtained from the person or sometimes as outlined in this Privacy Policy.

In the case of a “minor” WPA may collect personal information about that person from the person’s parent(s) or guardian(s).

The types of personal information collected and held by WPA may include without limitation a person’s name and gender information; street address, postal address and email address; phone numbers, mobile phone numbers, facsimile numbers; date, place and country of birth; participation and playing history in the sport of water polo; residence history; family background and demographic information; emergency contact details; occupation details; credit card and bank account details.

WPA also collects and holds “sensitive personal information”, for example about an employee or athlete. This may include information about health, disability, racial or ethnic origin, criminal convictions, human resources files, employment histories and tax file numbers. WPA may use this sensitive personal information in certain circumstances, including making sure that the water polo programs, games and activities that you participate in are run safely and in accordance with any special health needs that you may have, and for insurance purposes. WPA may also use sensitive personal information as required by WPA’s rules and regulations, including medical and anti-doping testing and investigations.

This Privacy Policy applies when you provide personal information and / or sensitive personal information to WPA.

Choice and anonymity

If you choose not to provide certain personal information or sensitive personal information to WPA, WPA may not be able to communicate with you. It may also affect WPA's ability to provide you with the products and services that you require. For example, you may not be able to register to play water polo.

How WPA collects and holds personal information

WPA collects personal information about you as is necessary for one or more of WPA's objectives, functions or activities in administering the sport of water polo in Australia, including for example:

1. Via the WPA Website.
2. When you provide personal information to WPA by filling in WPA-approved forms (such as when you register to play water polo, when you become a member of WPA, where you register as a referee or other official, and where you register to undertake a coaching or refereeing course).
3. When you contact WPA.
4. When you engage with WPA via social media.
5. When you subscribe with WPA to receive newsletters or other information.
6. When you are selected by WPA in a representative water polo team or where you enter into an agreement with WPA in your capacity as an elite water polo player.
7. When you enter into a competition conducted by or on behalf of WPA.

WPA may also collect personal information about you from third parties, including for example:

1. State and territory water polo governing bodies ("**State Bodies**").
2. Water polo associations and clubs ("**Associated Bodies**").
3. State and territory sports institutes and academies (together the "**SSIAs**").
4. The Australian Sports Commission ("**ASC**"), Australian Institute of Sport ("**AIS**") and Australian Olympic Committee (the "**AOC**").
5. The Australian Sports Anti-Doping Authority ("**ASADA**").
6. Fédération Internationale de Natation ("**FINA**"), the international governing body for the sports of swimming, open water swimming, diving, water polo, synchronised swimming and masters swimming.

Where WPA receives personal information about a person in circumstances where WPA did not solicit the information, WPA must determine whether it could have collected that personal information by soliciting that information from the person about whom the information relates. If WPA could not have so solicited the information, WPA must destroy or de-identify the information within a reasonable time provided that it is lawful and reasonable to do so.

Special provisions in relation to sensitive personal information

WPA will not collect sensitive personal information unless the person about whom the sensitive personal information relates has consented to the collection and:

1. WPA's rules, regulations and policies permit, or if WPA is otherwise permitted, to do so for purposes such as health, medical and anti-doping purposes, and in relation to the investigation of disputes; or
2. The collection is required by law; or
3. The collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual, where the person about whom the sensitive personal information is collected:
 - (a) is physically or legally incapable of giving consent to the collection; or
 - (b) physically cannot communicate consent to the collection; or
4. The sensitive personal information relates to the activities of WPA; and where this sub-clause 4 applies
5. The sensitive personal information relates solely to a member of WPA or a person who has regular contact with WPA in connection with its activities.

The purpose for which WPA holds and collects personal information

The primary purpose for which WPA collects and holds personal information about you is to enable WPA to achieve its objectives and perform its functions. WPA collects, holds, uses and discloses personal information about you for the following purposes:

1. To verify your identity.
2. To ensure compliance with rules, regulations and policies implemented by WPA and other organisations such as FINA and the International Olympic Committee ("IOC") and the AOC.
3. To register you as a member of WPA and to play water polo.
4. To provide members with sports injury insurance.
5. To provide appropriate emergency or medical assistance in cases of injury or emergency.
6. To develop programs, activities, events, products, services and merchandise relating to water polo.
7. To provide you information about our products and services.
8. To contact you if you win a prize in a competition you have entered and send that prize to you.
9. For any use which is reasonably apparent at the time the information is collected.

Disclosure by WPA of personal information to third parties

WPA may share your personal information with any State Bodies and Associated Body which you have registered with, or expressed an interest in, which may use your personal information to administer the sport of water polo and keep you updated with information about those State Bodies and Associated Bodies.

WPA may also share your personal information with third parties in relation to the operation of WPA's business, including:

1. FINA, SSIAs, ASC, AIS, AOC and ASADA;

2. WPA's insurers;
3. WPA's professional advisors, such as its lawyers and accountants;
4. WPA's sponsors, corporate partners and third party service providers, including ticketing agents;
5. As required or authorised by law, or where WPA has a public duty to do so;
6. When you have consented to your personal information being disclosed to others.

Data quality

WPA will take all reasonable steps to make sure that the personal information it collects, uses and discloses is accurate, complete and up to date.

Data security

WPA will take all reasonable steps to:

1. Ensure that only authorised officers, staff and volunteers have access to the personal information.
2. Ensure that personal information is disclosed only in accordance with this Privacy Policy.
3. Protect the personal information from misuse and loss, from unauthorised access, modification or disclosure.
4. De-identify or destroy personal information when it is no longer needed by WPA or for legal requirements.

How an individual may access personal information about the individual that is held by WPA and seek the correction of such information

Subject to some exceptions provided by law, you have the right to access your personal information. If we do not allow you access to any part of the personal information which we hold about you, we will tell you why.

For security purposes, if you would like to access personal information that WPA holds about you, we require that you put that request in writing. WPA will not charge you for lodging such a request to access your personal information; however WPA may charge you for WPA's reasonable costs in supplying you with access to this personal information.

If you would like to access the personal information that WPA holds about you, if you have any questions in relation to this Privacy Policy, or have a complaint, you can write to WPA you can write to the WPA Privacy Officer at Level 2, Building B, 6 Figtree Drive Sydney Olympic Park NSW 2127 or send an email to privacy@waterpoloaustralia.com.au.

Correcting your personal information

If you believe that personal information we hold about you is incorrect, incomplete or inaccurate, then you may request us to amend it.

We will consider if the information requires amendment. If we do not agree that there are grounds for amendment, then we will add a note to the personal information stating that you disagree with it.

Opting out of direct marketing communications

You can opt out of receiving further messages or information from WPA at any time by either following the unsubscribe instructions in the message sent to you or by sending an email to privacy@waterpoloaustralia.com.au.

Complaints

WPA takes complaints about privacy seriously. WPA will be efficient and fair when dealing with, and responding to, complaints received in accordance with this Privacy Policy. WPA will investigate and deal with complaints in a confidential manner and in accordance with any mandatory guidelines established by the Office of the Australian Information Commissioner.

WPA will inform you of the outcome of an investigation into a complaint that you make within a reasonable period of time.

Disclosure of personal information to overseas recipients

In certain circumstances it may be necessary for WPA to disclose your personal information to recipients that are located overseas, such as FINA and IOC, each of which is located in Switzerland. It may also be necessary to disclose personal information to overseas recipients in relation to managing the travel and logistics for WPA teams, athletes, officials and staff travelling overseas, or where a person is participating in a water polo tournament, match or activity overseas.

WPA will take reasonable steps to ensure that the overseas recipients of your personal information do not breach the privacy obligations relating to your personal information.

Liability

To the maximum extent permitted by law, WPA expressly disclaims any liability for a breach of this Privacy Policy.

By providing WPA with your personal information, you acknowledge that any damage caused to you or to any other individual by the disclosure of that information shall be limited to the amount recoverable under applicable legislation and otherwise not recoverable from WPA.

Updates to this Privacy Policy

WPA may change this Privacy Policy from time to time. Any updated versions of this Privacy Policy will be posted on the WPA Website.

This Privacy Policy was last updated on 25 September 2014