

## New South Wales Fencing Association (NSWFA) Privacy Policy

JANUARY 2019

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### 1. Our commitment to protect your privacy

The **New South Wales Fencing Association (NSWFA)** is committed to protecting your privacy and handling personal and sensitive information in an open and transparent way.

This Privacy Policy sets out how we collect and handle personal information that we hold about you and applies to you whether you are an NSWFA member, parent, volunteer, service provider or user of

Any personal information we collect about you will be used only for the purposes we have collected it or as allowed under the law. We are bound by the *Privacy Act 1988* (Cth) and the Australian Privacy Principles set out in that Act and any other relevant law.

In whatever capacity you interact with NSWFA, you agree to our use of the information in accordance with this privacy policy.

### 2. Collection of personal information

When we refer to *personal information* we mean information from which your identity is reasonably apparent. The personal information we hold about you may also include credit information.

Whenever it's reasonable and practicable to do so, we only collect information about you that comes directly from you.

We may also collect personal information from third party service providers who act on behalf of NSWFA to carry out specialised activities such as providing website and payment services.

The personal information we may collect about you includes your name, date of birth, address, contact details, membership and competition entry details, credit card details, bank account details for payments to you, training activities, authorisations and delegations, competition results and rankings, performance criteria and any other information we made need to identify you and keep information about your competition and training activity.

We do not generally collect *sensitive information* about you without your consent. Sensitive information may include information regarding: racial or ethnic origins, political or religious beliefs, sexual preferences, membership of professional or trade associations or unions, health information, or criminal convictions.

Within NSWFA, access to your personal information is restricted to the elected members of the Board and by officials who require such information in the course of carrying out their duties.

### 3. Why we collect your personal information

We only collect personal information about you, which is reasonably necessary for us to perform our functions and mission as the peak governing body of the sport of fencing in New South Wales including:

- to have you registered as a member at NSWFA;
- to include you in state fencing rankings;
- to assess your application in relation to our NSWFA competition and/or training services;
- to employ you as a staff member or consultant at NSWFA;
- to allow you to be a client, stakeholder, contractor or supplier of NSWFA;
- when you register with NSWFA to receive information about our NSWFA competition and/or training services via the telephone, email or Website;
- when you enter a competition or complete a survey form;
- when you communicate, receive information or make enquiries about our NSWFA competition and/or training services;
- for the purposes of direct marketing to our members or to send marketing materials about NSWFA competition and/or training services;

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- for feedback on our NSWFA competition and/or training services;
- to maintain your contact details and other relevant information that enables us to service you more effectively in relation to our NSWFA competition and/or training services.

### 4. How we hold your personal information

We hold personal information in electronic and paper form. We have reasonable commercial standards of technology and operational security procedures in place to protect all information provided from misuse, disclosure and unauthorised access.

We may use cloud storage to store the personal information we hold about you. The cloud storage and the IT servers may be located outside Australia.

We may also store and maintain any content that you provide using the Website, including postings on any blogs, webinars, forums, and other social media applications of NSWFA or otherwise.

### 5. Use of personal information

We only use and disclose personal information about you for the purpose for which it was disclosed to us. For example, we may from time to time use your personal information:

- to provide information about the NSWFA competition and/or training services;
- to inform you of our new NSWFA competition and/or training services;
- to customise and improve the Website and related NSWFA competition and/or training services offered to you;
- that you post in our blogs and forums for marketing purposes including our web marketing; or
- in the form of data (that does not include your personal information) about your experience and feedback regarding our NSWFA education and training services and courses, or NSWFA success stories and testimonials for statistics, research and marketing purposes.

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We do not sell personal information to other education institutions or organisations to allow them to do this.

You may also at any time request that we discontinue sending you emails or other communications generated in response to your registration with us or via the Website.

### 6. Blogs, forums and other social media

The Website may host various blogs and forums that allow you to share content with other users. Any personal information or other information that you contribute can be read, collected and used by other users over whom we have little or no control. We are not responsible for any other user's use, misuse or misappropriation of any personal information or other information that you contribute.

You agree that we may use all of the information, including customer testimonials and feedback that you post in social media applications including Facebook, Twitter and Pinterest for the purposes set out in this privacy policy.

### 7. Our disclosure of your personal information

We may disclose your personal information:

- to the Australian Fencing Federation for the purpose of checking your eligibility to fence in competitions, training camps, tours and other fencing related activities
- to third parties who act on behalf of NSWFA to carry out specialised activities

- to other organisations that are involved in managing or administering the Website;
- to other organisations that are involved in managing or administering the NSWFA competition and/or training services or competition or training services provided by the Australian Fencing Federation or other state fencing associations in Australia;
- to government departments, as required;
- to anybody whom you have engaged to represent you, such as lawyers and accountants;
- to anyone, where you have provided us with your consent; and
- where we are authorised to do so by law.

Prior to disclosing any of your personal information to another person, institution or organisation, we will take all reasonable steps to satisfy ourselves that:

- (a) the person or organisation has a commitment to protecting your personal information by having in place the necessary privacy policy to protect your interests; or
- (b) you have consented to us making the disclosure.

By providing information through the Website or to us, you are consenting to the disclosure as described above.

## 8. Access

If you want to check the information about you that we hold please contact our Privacy Contact Officer at [secretary@nswfencing.org.au](mailto:secretary@nswfencing.org.au)

Depending on the type of request that you make we may respond to your request immediately, otherwise we usually respond to you within seven days of receiving your request. We may need to contact other entities to properly consider your request.

There may be situations where we are not required to provide you with access to your personal information, for example, if the information relates to existing or anticipated legal proceedings, or if your request is vexatious. An explanation will be provided to you if we deny you access to the personal information we hold about you.

## 9. Updating your personal information

It is important to us that the personal information we hold about you is accurate and up to date. We may request that you inform us if any of your personal information changes. If you wish to make any changes or add to your personal information, you may update your membership details via the website or, if necessary, contact the Privacy Contact Officer.

If any of the personal information we hold about you is incorrect, inaccurate or out of date you may request that we correct the information. If appropriate we will correct the personal information at the time of the request otherwise, we will provide an initial response to you within seven days of receiving your request. Where reasonable, and after our investigation, we will provide you with details about whether we have corrected the personal information within 30 days.

We may need to consult with other entities as part of our consideration of your request.

If we refuse to correct personal information we will provide you with our reasons for not correcting the information.

## 10. Use of your image

When you register as a member of NSWFA, you consent to our use of your image for the purpose of promoting fencing and NSWFA activities to the fencing community and the public. If you are a responsible adult (parent or guardian), you consent to the use of images of your children for the same purpose. This may include the use of your image or your child's image on our website, on social media, in webcasts, in our newsletter and other forms of communication. We will only publish your image or your child's image in this context and in the context of normal fencing activity, including competitions, training, camps, tours and social functions.

## 11. Log information and cookies

The Website collects standard internet log information including your IP address, browser type and language, access times and referring website addresses. This information is provided by you computer during your first visit to the Website server. The server records this information in a small data file called a cookie, which is then stored on your hard drive. When you visit our Website again the server may use cookies to enable us to:

- (a) identify you;
- (b) authenticate your details;
- (c) track and record the programs you viewed and when you viewed them; and
- (d) collect aggregated data.

Most browsers are set up to accept cookies. You can reset your browser to refuse all cookies or warn you before accepting cookies. We use cookies to help us improve and ensure that the Website is easy to navigate.

## 12. Website Measurement Software

Website measurement software is used to assist in tracking traffic patterns to and from our Website, anonymously monitoring users of the Website. The software information such as the number of unique visitors, how long these visitors spend on the Website when they visit, and common entry and exit points into and from the Website.

The information is collected and aggregated by us and/or our service provider to assist us in our analysis of our Website.

## 13. Changes to our privacy policy

We keep under review all of our policies and attempt to keep up to date with market expectations and changing legal requirements. As a consequence we may change this Privacy Policy from time to time or as the need arises. We encourage you to periodically review this Privacy Policy to be informed about how we are protecting your information.

## 14. Complaints

If you are dissatisfied with how we have dealt with your personal information, or you have a complaint about our compliance with the Privacy Act, you may contact our Privacy Contact Officer at:

Privacy Contact Officer  
New South Wales Fencing Association  
NSW Fencing Centre  
Building 2,

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190 Bourke Road  
ALEXANDRIA, NSW 2015

or by email to [secretary@nswfencing.org.au](mailto:secretary@nswfencing.org.au)

We will acknowledge your complaint within seven days. We will provide you with a response to your query or a decision on your complaint within 30 days.

If you are dissatisfied with the response of our Privacy Contact Officer you may make a complaint under the Australian Fencing Federation's Member Protection Policy, which is adopted by NSWFA, or to the Privacy Commissioner via the Office of the Australian Information Commissioner website ([www.oaic.gov.au](http://www.oaic.gov.au)) or on 1300 363 992.

### **Further information**

You may request further information about the way we manage your personal information by contacting our Privacy Contact Officer via [secretary@nswfencing.org.au](mailto:secretary@nswfencing.org.au)