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# PRIVACY POLICY

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## Preamble

The protection of personal information is important to The Badminton Association of Western Australia (Inc), hereafter referred to as Badminton WA. Badminton WA is committed to respecting the right to privacy and the protection of personal information.

This document sets out how Badminton WA may collect, hold and use personal information. By providing your personal information to Badminton WA, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

## What personal and sensitive information does Badminton WA collect?

### Personal Information

Personal information is information or an opinion (including information or an opinion forming part of a database) from which it is possible to determine someone's identity.

The information collected by Badminton WA about a particular person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth, gender, credit card details, driver's licence number, passport number, insurance details, employment history, qualifications or communication history with Badminton WA.

### Sensitive Information

Sensitive information is a type of personal information that also includes information or an opinion about someone's:

- racial or ethnic origin;
- political opinions;
- membership of a political association, professional or trade association or trade union;
- religious beliefs or affiliations or philosophical beliefs;
- sexual preferences or practices;
- criminal record; or
- health, genetic information or disability.

If it is reasonably necessary in the circumstances, Badminton WA may also collect sensitive information such as a person's medical history, nationality, their ethnic background or disabilities. Badminton WA is required by law to obtain consent when collecting sensitive information. Badminton WA 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.



## How does Badminton WA collect personal and sensitive information?

Information may be collected when you:

- (a) become a member of a badminton club, association or other body which is a member of or affiliated with Badminton WA (**Badminton WA Affiliate**);
- (b) subscribe to any publication of Badminton WA or a Badminton WA Affiliate, including electronic publications;
- (c) provide details to Badminton WA or a Badminton WA Affiliate in an application, consent form, survey, feedback form or incident report;
- (d) enter personal information into, or agree to having your personal information entered into, one of Badminton WA's online systems;
- (e) access the Badminton WA website or a website of a Badminton WA Affiliate;
- (f) contact Badminton WA via email, telephone or mail or engage with Badminton WA via social media;
- (g) participate in any program, activity, competition or event run by Badminton WA or a Badminton WA Affiliate;
- (h) purchase tickets to a Badminton WA or sporting event from Badminton WA or an authorised agent;
- (i) purchase merchandise, products or services from Badminton WA or an authorised agent or licensee;
- (j) are elected or appointed to the Board or a committee of Badminton WA;
- (k) apply for employment or a volunteer position with Badminton WA or a Badminton WA Affiliate; or
- (l) where Badminton WA 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

Depending on the circumstances, some types of information will be required and others might be optional. If you do not provide some or all of the information requested, this may affect Badminton WA's ability to communicate with you or provide the requested products or services.

By not providing requested information, you may jeopardise your ability to participate in programs or competitions or apply for employment or volunteer positions with Badminton WA or a Badminton WA Affiliate. If it is impracticable for Badminton WA to deal with you as a result of you not providing the requested information or consent, Badminton WA may refuse to do so.

### Collection from third parties

Badminton WA or a Badminton WA Affiliate may collect personal information regarding a child from the parent or other responsible person associated with that child.

Badminton WA collects information from Badminton WA Affiliates. In some circumstances information may also be collected from other third parties. Examples of such third parties could include, without limitation, the Australian Olympic Committee, the Australian Commonwealth Games Association, the Australian Sports Commission, the Australian Sports Anti-Doping Agency, the Australian Institute of Sport, non-affiliated badminton organisations or government and law enforcement bodies.

### Information storage and protection

Badminton WA stores information in different ways, including in paper and electronic form.



Much of the information we collect from and about our members is added to Badminton WA's membership database. When your information is entered into Badminton WA's membership database, the information may be combined or linked with other information held about you. Security of personal information is important to Badminton WA. Badminton WA has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures Badminton WA uses includes confidentiality requirements of our employees, volunteers, Badminton WA Affiliates and service providers, security measures for system access and security measures for our website.

## **How does Badminton WA use and disclose personal and sensitive information?**

### **Use**

Badminton WA, and third parties to whom we may disclose personal information in accordance with this Privacy Policy, may use your 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) research, develop and market products, services, merchandise and special offers related to badminton or Badminton WA membership, programs and activities, and made available by us and third parties;
- (e) respond to emergency situations involving or requiring medical treatment;
- (f) administer and manage the Badminton WA website; and
- (g) keep you informed of news and information relating to various badminton events, activities and opportunities via various mediums.

Badminton WA may use health information to ensure that programs we operate are run safely and in accordance with any special health needs participants may require. Health information may also be kept for insurance purposes. In addition, we may use de-identified health information and other sensitive information to carry out research, to prepare submissions to government, or to plan events and activities.

### **Disclosure**

Badminton WA may disclose your personal information to a range of organisations which include, but are not limited to:

- (a) Badminton WA Affiliates and other organisations involved in badminton programs in Australia;
- (b) organisations and service providers whom we explicitly engage to carry out specific functions and activities on Badminton WA's behalf;
- (c) our professional advisers, including our accountants, auditors and lawyers;
- (d) our insurers;
- (e) relevant sporting bodies such as the Badminton Australia, Badminton Oceania, the Australian Sports Anti-Doping Authority and Federal and State Departments of Sport amongst others; and
- (f) other circumstances permitted by law.

In some circumstances, personal information may also be disclosed outside of Australia - for example personal information of players participating in international tournaments is disclosed to the Badminton World Federation which is located in Malaysia. In such circumstances, Badminton WA



will use its best endeavours to ensure such parties are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are suitably similar to the Australian Privacy Principles.

### **Direct marketing**

We will assume consent to use non-sensitive personal information to provide better services and for marketing purposes (including disclosure of such information to organisations and service providers whom we explicitly engage to carry out specific functions and activities on Badminton WA's behalf). Every person whose data is collected by Badminton WA has the option to refuse e-mail, SMS or posted offers by making a request in writing to Badminton WA's Executive Officer via the contact details set out below or by making use of the opt-out procedures included in any communications from us (however, information relating to the option to unsubscribe from those communications may be retained).

### **Other disclosures**

In addition, Badminton WA may also disclose personal information:

- (a) with your express or implied consent;
- (b) when required or authorised by law;
- (c) to an enforcement body when reasonably necessary; or
- (d) to lessen or prevent a threat to an individual or public health or safety.

## **Badminton WA website**

Badminton WA may record visits to its website and log the following information for statistical purposes:

- user's server or proxy address
- browser type
- webpage visited prior to coming to Badminton WA website
- date/time/length of the visit
- pages and files requested
- user's cookies
- user's searches

The information is used to analyse the website traffic and improve the information, services and experiences offered. No attempt will be made to identify users or their browsing activities except where authorised by law. For example, in the event of an investigation, a law enforcement agency may exercise their legal authority to inspect the internet service provider's logs.

Website users need to be aware of inherent risks associated with the transmission of information via the Internet. Badminton WA is not responsible for the privacy practices or the content of the linked external web sites.



## Accessing and seeking correction of information held by Badminton WA

Badminton WA will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly.

We encourage all users to regularly review and update their personal information. If you would like to access personal information that we hold about you, we require you to put your request in writing. If we do not allow you access to any part of the personal information we hold about you, we will tell you why.

Individuals may also request access to their personal information held by us by making a request via the contact details set out below. We will respond to your request for access within 14 days and endeavour to provide the requested information within 30 days. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will see that it is corrected.

## Resolving privacy issues and complaints

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made to the Badminton WA Executive Officer at this address:

Badminton WA Executive Officer  
PO Box 39, Kingsway WA 6065  
Email: [bawa@badmintonwa.org.au](mailto:bawa@badmintonwa.org.au)  
Phone: (08) 9409 4433

We will respond to your complaint within 30 days and try to resolve it within 90 days. If we are unable to resolve your complaint within this time, or you 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.

For further information on Badminton WA's management of personal information, please contact Badminton WA.

Badminton WA may amend this Privacy Policy from time to time.