



By-Law 14

PRIVACY POLICY

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Name

1. This By-Law shall be referred to as the **Privacy Policy By-Law**.

Source

2. This By-Law is made pursuant to rule 33 of the Constitution of Table Tennis Victoria Incorporated.

Intent

3. Table Tennis Victoria recognises that privacy is important and that individuals have a right to control their personal information. Table Tennis Victoria acknowledges that providing personal information is an act of trust and that the provision of such information is a serious concern.
4. Unless an individual gives Table Tennis Victoria consent to act otherwise, this By-Law governs how Table Tennis Victoria handles personal information of individuals.
5. Table Tennis Victoria, as an organisation, is committed to protecting personal information.
6. Table Tennis Victoria, in addition, is committed to the principles set down as the *Australian Privacy Principles* in Schedule 1 of the Privacy Act 1988 (Cwth).

Collection of personal information

7. Table Tennis Victoria shall not collect personal information unless the information is necessary for one or more of its functions or activities.
8. Table Tennis Victoria shall also only collect personal information by lawful and fair means and not in an unreasonably intrusive way.
9. At the time of collecting personal information, Table Tennis Victoria shall advise the individual of:

- its name and contact details;
- the fact that he or she is able to gain access to the information;
- the purposes for which the information is collected;
- other organisations to which Table Tennis Victoria usually discloses information of that kind; and
- the consequences (if any) for the individual if all or part of the information is not provided.

10. Table Tennis Victoria collects personal information in a number of different ways. Table Tennis Victoria collects personal information from new and existing individuals through associations and clubs via membership application and other forms. Personal information from individuals who register for Table Tennis Victoria courses and events is also collected through registration or enrolment forms.

11. Table Tennis Victoria also may handle information about individuals who do not fall within the above categories – such people include "business contacts" (for example, suppliers) and the like. The handling of the personal information of Table Tennis Victoria's business contacts and the like is set out in regulation 32 below.

Nature of information collected

12. The type of personal information Table Tennis Victoria may collect generally comprises name, address, date of birth, gender, contact details (including phone, fax and email) and information, collected primarily for the following purposes, in the course of our business:

- personal information of participants in table tennis competitions played under Table Tennis Victoria's auspices, to effectively operate such competitions and for insurance purposes;
- personal information of Table Tennis Victoria's accredited coaches, referees and umpires, to effectively operate tournaments and for insurance purposes;
- personal information of the table tennis administrators and officers of Table Tennis Victoria Members and affiliates;
- personal information of participants in corporate hospitality and events, so that Table Tennis Victoria can analyse our market and, unless advised otherwise, for marketing purposes;

- personal information of participants in Table Tennis Victoria conducted courses and clinics to contact in the event of an emergency, for insurance purposes and, unless advised otherwise, for marketing purposes; and
- personal information of subscribers to Table Tennis Victoria's on-line services, so that Table Tennis Victoria can service those subscribers and, unless advised otherwise, for marketing purposes.

13. Where possible, at the time Table Tennis Victoria collect personal information:

- the organisation shall advise the individual of the primary purpose; and
- the organisation shall obtain the individual's consent to the proposed use of their personal information.

14. The reason Table Tennis Victoria collects this information is so that we can provide services, manage relationships, communicate effectively and identify which services will best meet individual requirements. In doing so, Table Tennis Victoria seeks to avoid collecting information that we do not need, including sensitive information.

Use of personal information

15. The personal information collected by Table Tennis Victoria is used to provide our services. This will include use of personal information for establishing and maintaining our membership database or to enrol individuals in courses, seminars or conferences, (whether they be a member, or someone who attends our courses, seminars or conferences, or someone else we have identified as possibly interested in our services).

16. Table Tennis Victoria uses the personal information we collect and store for the purposes we have either advised or for which we have obtained consent.

17. Table Tennis Victoria also carries out research using personal information from time to time, in order to improve our business and our products and services. Such analysis is carried out using aggregated information, and not information relating to specific individuals.

Provision of personal information to third parties

18. In the circumstances described below, personal information may be disclosed outside Table Tennis Victoria.
19. Personal information collected by Table Tennis Victoria may be disclosed to third parties to whom Table Tennis Victoria has an arrangement with for the production and maintenance of athlete ranking lists (whether formal or informal). If Table Tennis Victoria does disclose personal information to third parties under such arrangements, Table Tennis Victoria will take steps to ensure that those third parties:
 - comply with the *Australian Privacy Principles* when they handle your personal information (regardless of whether they are bound by the Privacy Act 1988 (Cwth) or not); and
 - are authorised only to use personal information in order to provide the services or to perform the functions required.
20. Personal information collected by Table Tennis Victoria may be disclosed to third parties to whom Table Tennis Victoria contracts out specialised functions (including, printing companies, conference organisers, etc). If Table Tennis Victoria does disclose personal information to third party contractors under contracting arrangements, Table Tennis Victoria will take steps to ensure that those contractors:
 - comply with the *Australian Privacy Principles* when they handle your personal information (regardless of whether they are bound by the Privacy Act 1988 (Cwth) or not); and
 - are authorised only to use personal information in order to provide the services or to perform the functions required.
21. Personal information collected by Table Tennis Victoria may be disclosed to third parties where the disclosure of personal information is required by law, or where the disclosure is permitted under the Privacy Act 1988 (Cwth).
22. Table Tennis Victoria shall only transfer personal information about an individual to a third party who is outside Australia if:

- Table Tennis Victoria reasonably believes that the recipient of the information is subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are substantially similar to the *Australian Privacy Principles*;
- the transfer is to the International Table Tennis Federation or for the purposes of compliance with the World Anti-Doping Code;
- the individual consents to the transfer;
- the transfer is necessary for the performance of a contract between the individual and Table Tennis Victoria, or for the implementation of pre-contractual measures taken in response to the individual's request;
- the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the individual between Table Tennis Victoria and a third party;
- where the transfer is for the benefit of the individual, and that it is impracticable to obtain the consent of the individual to that transfer, and if it were practicable to obtain such consent the individual would be likely to give it; or
- Table Tennis Victoria has taken reasonable steps to ensure that the information which it has transferred will not be held, used or disclosed by the recipient of the information in a manner inconsistent with the *Australian Privacy Principles*.

23. Importantly, Table Tennis Victoria does not sell, rent or trade personal information to or with third parties.

Access and correction

24. Under the Privacy Act 1988 (Cwth), an individual has a right to seek access to information which Table Tennis Victoria holds about that individual (subject to exceptions).

25. In addition, an individual has the right to ask Table Tennis Victoria to correct information about that individual which is inaccurate, incomplete or out of date.

26. If an individual wishes to exercise his or her right under the Privacy Act 1988 (Cwth) to seek access to the personal information that Table Tennis Victoria holds, please contact Table Tennis Victoria's Chief Executive Officer who will explain how Table Tennis Victoria will handle your access request.

27. Table Tennis Victoria shall assume (unless informed otherwise) that any request relates to current records about the individual. These current records will include personal information about you which is included in Table Tennis Victoria membership databases and in paper files, and which may be used by Table Tennis Victoria on a day-to-day basis. To provide an individual with access to current personal information, Table Tennis Victoria shall ordinarily provide an individual with a print-out of the relevant personal information from our databases, or with photocopies of records which are held only on paper files. Note that Table Tennis Victoria shall not charge for the cost of providing this type of access to these records.
28. If an individual is of the view that personal information about him or her is not accurate, complete or up-to-date, please provide Table Tennis Victoria's Chief Executive Officer with your request for correction. Table Tennis Victoria's policy is to consider any requests for correction in a timely fashion.

Storage of personal information

29. Table Tennis Victoria takes steps to ensure the security of personal information from such risks as loss or unauthorised access, destruction, use, modification or disclosure. Table Tennis Victoria only permits your details to be accessed by authorised personnel, and it is a condition of employment that Table Tennis Victoria's employees maintain the confidentiality of personal information.
30. Table Tennis Victoria shall take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.
31. Table Tennis Victoria shall also take reasonable steps to destroy or permanently "de-identify" personal information that it no longer requires.

Personal information in relation to non-members

32. Table Tennis Victoria often needs to collect personal information about individuals who are not members, or who are not persons to whom we would generally offer our services. This will usually arise where Table Tennis Victoria collects the name and business contact details of a person who is the contact for one of our suppliers. Table Tennis Victoria's

policy is to only use personal information collected from non-members for the business purpose for which it was collected.

Online privacy issues

33. Table Tennis Victoria shall apply this by-law to all personal information it handles, whether collected online or otherwise. To the extent that this by-law applies to online privacy issues, it is to be read as forming part of the terms of use for the Table Tennis Victoria website. This regulation is intended to provide more information about privacy for the users of the Table Tennis Victoria website.
34. Table Tennis Victoria collects personal information through our website. The Table Tennis Victoria website also collects other information which may or may not be personal information. For each visitor to the Table Tennis Victoria website, our server automatically recognises and stores your “internet address” (domain name or internet protocol address), your internet browser, the address of the site which “referred” you to the Table Tennis Victoria website and clickstream data.
35. In addition, the Table Tennis Victoria website may use “internet cookies” to track usage of our website. Most web browsers are set by default to accept cookies. However, if you do not wish to receive any cookies, an individual may set his or her browser to reject or refuse cookies. Please note that rejecting cookies may mean that not all the functions on the Table Tennis Victoria website are available to an individual.
36. Table Tennis Victoria uses cookies for tracking the statistics of our website. This allows Table Tennis Victoria to better understand our users and improve the layout and functionality of our website. This tracking is conducted in such a way to ensure the anonymity of visitors – in this context the cookie may identify your computer, but it will not identify you.
37. Note that the Table Tennis Victoria website often contains links to third party websites for an individual’s convenience and information. When an individual accesses such a website, please understand that Table Tennis Victoria is not responsible for the privacy practices of that site. Table Tennis Victoria suggests that you review the privacy policies of each site you visit.

Email

38. As email is generally an unsecured means of transmitting information, it is strongly advised that personal information, particularly credit card details, is not included in an individual's email.
39. Due to our office policy, most of the emails received by Table Tennis Victoria are kept on file for future reference. Such emails are not disclosed to anybody other than employees or Directors of Table Tennis Victoria.
40. Table Tennis Victoria shall not add any details from your email to a mailing list. In addition, Table Tennis Victoria shall not disclose these details to third parties without an individual's consent (unless required by law).