



PRIVACY POLICY

Policy number	PP003	Version	Version 1
Drafted by	Jamie Taafe	Approved by Board on	27 June 2015
Responsible person	CoB	Scheduled review date	1 January 2017

INTRODUCTION

The Board of the Victorian Tenpin Bowling Association Inc. (hereafter “TBAV”) is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

PURPOSE

The purpose of this document is to provide a framework for TBAV in dealing with privacy considerations.

POLICY

TBAV collects and administers a range of personal information for the conduct of the sport in Victoria - the organisation is committed to protecting the privacy of personal information it collects, holds and administers.

TBAV recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

TBAV is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

TBAV will:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person’s consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

AUTHORISATION (FOR AND ON BEHALF OF THE BOARD)

Chairman of the Board

Secretary of the Board

Date of approval by the Board:

27 June 2015



PRIVACY PROCEDURES

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RESPONSIBILITIES

TBAV's Board is responsible for developing, adopting and reviewing this policy.

TBAV's Chairman of the Board and State Manager (Operations & Strategy) are responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

PROCESSES

Collection

TBAV will:

- Only collect information that is necessary for the performance and primary function.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

Use and Disclosure

TBAV will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, TBAV will obtain consent from the affected person.

Data Quality

TBAV will:

- Take reasonable steps to ensure the information the organisation collects is accurate, complete, up to date, and relevant to the functions we perform.

Data Security and Retention

TBAV will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with the organisation's Records Management Policy.

Openness

TBAV will:

- Ensure stakeholders are aware of TBAV's Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction

TBAV will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

Anonymity

TBAV will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other organisations

TBAV can:

- Only release personal information about a person with that person's express permission. For personal information to be released, the person concerned must sign a release form.
- Can release information to third parties where it is requested by the person concerned.

The current version of the TBAV Privacy Policy is attached hereto (version 2014 – 1)

RELATED DOCUMENTS

- Records Management Policy
- Confidentiality Policy

AUTHORISATION (FOR AND ON BEHALF OF THE BOARD)

Chairman of the Board

Secretary of the Board

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PRIVACY POLICY

YOUR PRIVACY IS IMPORTANT

The Victorian Tenpin Bowling Association Inc. (TBAV) is an organisation that by nature holds personal information. We rely on comprehensive and accurate personal information about our Team Members and other people with whom we deal. We have systems and procedures in place to protect your privacy whenever we collect, store, and use or disclose your personal information. If you do not wish us to disclose information about you to some third parties, you must inform us, and we will take immediate steps to implement your request.

What kind of personal information does TBAV collect?

The type of information collected and held includes (but is not limited to) personal information about:

- Team Members' official and preferred names; titles; personal awards; private address details; telephone (home and mobile), facsimile and email contacts; date of birth, medical history and status, and gender.
- Team Members' playing and team history and playing evaluation, records or awards received.

How we collect your personal information.

TBAV collects most personal information direct from you, including when you deal with us personally, via email or over the telephone. There may also be occasions where you are being evaluated as a player.

How we use your personal information.

TBAV will use personal information it collects for the primary purpose for which it is collected and for some other secondary purposes that are related to the primary purpose and are reasonably expected, or for which consent has been given.

TBAV may use your personal information to provide you with a particular product or service and to contact you about matters pertaining to playing the sport or participating in teams.

We may also use your personal information for purposes related to, or ancillary to, the main reason we collect it, such as:

- Internal accounting and administration
- Player and team evaluation
- Regulatory reporting and compliance
- Player and team tournament registrations

TBAV may also take and record photographic, digital or electronic images to assist in the delivery of coaching services. We maintain physical security over our paper and electronic data stores and premises. We also maintain computer and network security.

Disclosure of your personal information.

We may disclose personal information, including sensitive information, held about an individual to:

- A State association
- An individual, group or committee involved in coaching, developing or evaluating players or in selecting teams.
- Tenpin Bowling Australia Ltd – the national Sporting Organisation for the sport of tenpin bowling in Australia.
- The Australian Sports Commission and anybody authorised by it to receive information to advance the sport of tenpin bowling.

We treat all personal information we hold about you as confidential. This applies except where disclosure of your personal information is compelled by law, in the public interest, or with your consent.

Accuracy of your personal information.

If we have accurate personal information about you, it enables us to provide you with the best possible service. We take reasonable steps to ensure that your personal information is accurate, complete and up to date whenever we collect or use it. If you find that current personal information we hold about it is inaccurate, incomplete or out of date, please contact us immediately.

Access to your personal information.

On request, we provide you with information about you which is readily accessible and which may lawfully be provided. Your request to provide information will be dealt with in a reasonable time.

Security of your personal information.

We protect any personal information that we hold about you from misuse and loss. We protect your privacy by restricting access to your personal information to those authorized by TBAV, either to process information or to provide you with the services you have asked for.

Your personal information may be stored in hardcopy documents, as electronic data, or in TBAV's (or its agent's or office-bearers) software or systems. We maintain physical security over our paper and electronic data stores and premises. We also maintain computer and network security.

We will keep your information for as long as it is needed. We will take reasonable steps to destroy or permanently de-identify personal information when we no longer need it.

Resolving your concerns

If you believe that the privacy of your personal information has been compromised, you are entitled to complain. If you have a complaint please contact the State Manager of TBAV, to resolve your complaint to your satisfaction. The State Manager may be contacted at state.manager@tbav.com.au