



## **Privacy Policy**

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## **1. Scope**

This policy applies to the employees of School Sport ACT and ACT School Sport Council.

This policy will be made available on request.

## **2. Authorisation**

This policy was adopted by School Sport ACT on 12<sup>th</sup> February 2016.

## **3. Review Date**

This policy shall be reviewed annually from the date of initial adoption and updated if required.

## **4. Background**

All staff of School Sport ACT are required by law to protect the personal and health information SSACT collects and holds.

The ACT privacy laws, the Information Privacy Act 2014 (ACT) and Health Records (Privacy and access) Act 1997, provide for the protection of personal and health information.

The privacy laws do not replace any existing obligations SSACT has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

## **5. Definitions**

Personal information means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be determined from the information or opinion. For example this includes all paper and electronic records, photographs and video recordings.

Health information is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

Sensitive information is defined as information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

In this policy personal information refers to personal information, health information and sensitive information unless otherwise specified.



Parent in this policy in relation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

Staff in this policy is defined as someone who carries out a duty on behalf of School Sport ACT (SSACT), paid or unpaid, or who is contracted to, or directly employed by the affiliated Schools. Information provided to School Sport ACT through job applications is also considered staff information.

## **6. Policy Context**

Personal Information is collected and used by School Sport ACT to:

- Provide services or to carry out SSACT statutory functions
- Assist the SSACT and its staff to fulfil its duty of care to students
- Plan, resource, monitor and evaluate SSACT services and events
- Comply with statutory and or other legal obligations in respect of staff
- Investigate incidents or defend any legal claims in consultation with ACT School Sport Council against the SSACT, its services or its staff, and
- Comply with laws that impose specific obligations regarding the handling of personal information.

## **7. Collection of Personal Information**

School Sport ACT collects only personal information about students, parents and staff that is necessary for SSACT performance or functions.

## **8. Use and disclosure of the personal information provided**

**8.1** School Sport ACT will only use or disclose personal information:

- For the primary purpose for which it was collected
- For a related secondary purpose that the person would reasonably expect (for example it is necessary to lessen or prevent a serious or imminent threat to life, health or safety)
- With the consent of the person
- Unless otherwise, permitted or authorised by law.

**8.2** The purposes for which School Sport ACT uses personal information of students and parents include:

- Keeping parents informed about matters related to their child's participation in SSACT events
- Celebrating the efforts and achievements of students
- Day-to-day administration
- Satisfying SSACT's legal obligations, and
- Allowing SSACT to discharge its duty of care.



**8.3** The purposes for which School Sport ACT uses personal information of job applicants, staff members and contractors include:

- Assessing the suitability for employment in SSACT activities
- Administering the individual's employment or contract,
- For insurance purposes, such as public liability or WorkCover
- Satisfying SSACT's legal requirements, and
- Investigating incidents or defending legal claims in consultation with ACT School Sport Council about the SSACT, its services or staff.

**8.4** School Sport ACT will use and disclose personal information about a student, parent and staff when:

- It is required for general administration duties and statutory functions,
- It relates to the purposes for which it was collected, and
- For a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

## **9. Consent for disclosure**

Where consent for the use and disclosure of personal information is required, School Sport ACT will seek consent from the appropriate person. In the case of a student's personal information, School Sport ACT will seek the consent from the student and/or parent depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure.

**9.1** In respect to Primary Schools only, School Sport ACT will generally seek the consent of the student's parents and will treat consent given by the parent as consent given on behalf of the student.

## **10. Accessing personal information**

A parent, student or staff member may seek access to their personal information, provided by them, that is held by SSACT.

Access to other information may be restricted according to the requirements of laws that cover the management of SSACT records. These include the Public Records Act and the Freedom of Information Act.

## **11. Updating personal information**

SSACT aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the Operations Manager of School Sport ACT or their delegate.



## **12. Security**

School Sport ACT's website is protected by an SSL Certificate to establish a secure encrypted connection between a browser and server. This SSL connection protects sensitive data, such as credit card information.

SSACT web and web server makes a record of a visit and logs information for statistical purposes.

## **13. Complaints under Privacy**

Should SSACT receive a complaint about personal information privacy this will be referred to the ACT School Sport Council.

## **14. Further information about this policy**

If additional information about this policy is required or about how SSACT complies with the privacy legislation please feel free to contact:

Operations Manager

School Sport ACT

100 Maitland Street

HACKETT ACT 2602

Telephone: (02) 6205 9174

Email: [info@schoolsportact.org.au](mailto:info@schoolsportact.org.au)