

## The Western Australian Ice Skating Association Inc Policy Document

### PRIVACY

**Authority:** WAISA Inc Council on 19 September 2012

ISA Inc Constitution and Regulations

**Application:** All members of WAISA Inc and/or its affiliates

**Effective From**

17 January 2021

**Review Date**

1 December 2021

**Policy No.**

015/2012

#### POLICY OBJECTIVE

Compliance with *Privacy Act 1988*, with the 10 National Privacy Principles per *Privacy Amendment (Private Sector) Act 2000*, and Guide to Best Privacy Practices for Sporting Organizations, Australian Sports Commission (February 2002).

#### POLICY

- 1 The Western Australian Ice Skating Association Inc (WAISA) recognizes the application of the ten National Privacy Principles in relation to the data it maintains, namely (1) Collection; (2) Use and disclosure; (3) Data quality; (4) Data security; (5) Openness; (6) Access and correction; (7) Identifiers; (8) Anonymity; (9) Transborder data flows; and (10) Sensitive information.
- 2 The types of information that WAISA holds include contact personal information; date of birth; gender identifier; membership status, membership number and date of joining; proficiency test results; competitive results; and insurance claims.
- 3 The main purposes for which the information is kept include the state-wide governance of the sport of figure skating; eligibility of members to participate in events and affairs of WAISA (as athletes, coaches, technical and other officials, and office bearers).
- 4 All individual membership information is stored on WAISA's secure, official data base that is administered and managed by WAISA's Membership Officer subject to the direction by the Association's Council.
- 5 The official data base which is available to current members is as per the WAISA Constitution Section 5 (g) and all other relevant information is not available to any individual or organization (government or private) other than the WASIA Secretary without the express written approval by the WASIA Council that clearly stipulates the conditions of use.
- 6 For the purpose of satisfying eligibility criteria, some individual membership data may be shared with Ice Skating Australia Inc. or with clubs that are affiliated with WAISA.
- 7 Each member of WAISA may access and check the accuracy of his/her data base entries by making written application to the WAISA Membership Officer.
- 8 Any individual complaints about possible breaches of privacy must be in writing and addressed to the WAISA Secretary.