



ATHLETICS NORTH QUEENSLAND

Privacy Policy

The Association respects your privacy and is committed to protecting your personal information. This document sets out the Association's policy on how it will manage your personal information.

What is "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 your identity. Examples of personal information include your name, postal address, telephone number and email address.

How does the Association collect your personal information?

The Association generally collects personal information about you directly from you, for example, when you provide information to the Association by phone, email or in an association membership application form. The Association sometimes collects personal information for Queensland Athletics or Athletics Australia (together the "Other Athletic Associations").

How does the Association use your personal information?

The Association and third parties (including the Other Athletic Associations) to whom your personal information may be disclosed in accordance with this Privacy Policy, may use your personal information in order to:

- verify your identity;
- develop, run, administer and market competitions, programs, activities and other events relating to athletics and other sports;
- market products, services, merchandise and special offers made available by the Association, the Other Athletic Associations, suppliers and sponsors;
- administer and manage the Association's web site and provide you with access to this web site;
- keep you informed of news and information relating to Athletics and other sports, including by distributing newsletters, publications and other communication via various mediums;



- research and develop new competitions, programs, statistics, activities and other events relating to Athletics and other sports; and
- research and develop new products, services and merchandise relating to Athletics and other sports.

If you do not wish to receive newsletters, publications and other communications, please advise the Association in writing (contact details are set out below).

The Association will require parties that it discloses personal information to, to keep the information confidential and not to use the information other than the purpose for which it is disclosed to them.

Health and sensitive information

In some circumstances the Association may collect:

- information about your health; or
- other sensitive information about you (for example, information about your racial or ethnic origin).

The Association may use health information about you to ensure that Association programs in which you participate are run safely and in accordance with any special health needs you may have and for insurance purposes.

When does the Association disclose your personal information?

The Association may disclose your personal information to:

- organisations (including the Other Athletics Associations) involved in athletics and sporting programs and initiatives;
- companies that the Association has engaged to carry out functions and activities for the Association;
- the Association's insurers; and
- otherwise as required or authorised by law.



The Association web site

When you visit the Association web site, certain information about your use of the web site (such as which web pages you Association web site.

In addition, "cookies" may be used on the web site. Cookies are small text files that help a web site to remember your preferences and improve your experience of using that web site. Using cookies is standard practice for most large web sites. In some cases, the cookies used may collect some personal information about you. This information will be treated in the same way as other personal information the Association collects about you. If you prefer, you may be able to disable cookies on your internet browser.

Websites linked to the Association's website are not subject to the Associations privacy standards, policies or procedures. These individual websites would need to be contacted or reviewed directly to determine their privacy standards, policies and procedures.]

Accuracy of your personal information

The Association takes all reasonable precautions to ensure that the personal information it collects, uses and discloses is accurate, complete and up-to-date. However, the Association relies on the accuracy of personal information provided to it both directly and indirectly.

If you find that the personal information held by the Association about you is inaccurate, incomplete or out-of-date, please contact the Association immediately and the Association will take reasonable steps to ensure that it is corrected.

Protecting Personal Information

The Association stores personal information in paper and/or in electronic form. The security of information is important to the Association and reasonable steps to protect it from misuse, loss, unauthorised access, modification or disclosure will be taken.



How can you access the personal information the Association holds about you?

Subject to some exceptions provided by law, you have the right to access your personal information. For security purposes, if you would like to access personal information that the Association holds about you, you must put your request in writing. If you are not allowed to access any part of the personal information held about you, you will be told why. You will not be charged for lodging a request to access your personal information.

How to contact the Association

If you have any questions in relation to this Privacy Policy, please write to the Association at manager@athleticsnorthqld.org.au or PO Box 68, Belgian Gardens Qld 4810

Changes to this Policy

From time to time, this Policy may be changed to reflect changing business practice or legal requirements. If it is changed the Association will notify you of the changes in such manner as it considers appropriate.

This policy is to remain in force until otherwise determined by the ANQ Board.

Director of Development Responsible for Review:

Previously adopted by ANQ Administration 2001

2016 DUE FOR REVISION:

REVOKED / SUPERSEDED / ADOPTED