

OCEANIA GYMNASTICS UNION PRIVACY POLICY



Policy Name:	PRIVACY POLICY
Date of Approval:	1st December 2018
Date of Review:	1st December 2020

1. Introduction

Oceania Gymnastics Union (OGU) is committed to providing members with the highest levels of membership service. This includes protecting members' privacy. OGU understands that privacy & proper handling of personal information is important to its members and our policies are based on respect for international standards of information privacy protection.

As the office of Oceania Gymnastics Union is based in Melbourne Australia, OGU is bound by the Australian Commonwealth Privacy Act 1988, which sets out a number of principles concerning the protection of an individual's personal information. The aim of these laws is to ensure that organisations handle personal information responsibly and provide a consistent approach to its collection, use and disclosure. These laws also give the individual rights such as access to their personal information and the ability to correct it, if needed. Before providing a member/s personal information to OGU, individuals and organisations should ensure the information being collected and transferred to OGU does not breach Privacy, Data Protection and/or any other laws within their own country.

This document sets out how OGU may collect, hold and use personal information. By providing your personal information to OGU, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

2. What Is Personal Information?

"Personal information" is information or an opinion (including information forming part of a database), whether true or not, and whether recorded in material form or not, about an individual whose identity is reasonably apparent, or can be reasonably ascertained, from the information or opinion.

OGU collects personal information in order to properly and efficiently carry out its functions, including to provide you requested products and services, and to facilitate the provision of marketing and promotion services that may be of interest to you.

OGU uses personal information only for the purposes for which it was provided and for directly related purposes (unless otherwise required by or authorised under law). We may state a more specific purpose at the point we collect your information.

If you do not provide us with the information that we request, we may not be able to provide you with our products or services.

3. What Personal Information Does OGU Collect?

The information collected by OGU about a particular person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth, gender, credit card details, driver's licence number, passport number, insurance details, employment history, police checks, qualifications or communication history with OGU.

3.1 Sensitive Information

If it is reasonably necessary in the circumstances, OGU may also collect sensitive information (which is a type of personal information) such as your medical history, nationality or disability backgrounds.

Sensitive information is afforded a higher level of privacy protection than other personal information. Where you provide sensitive information to OGU, you also provide consent to OGU collecting it in accordance with this Privacy Policy, unless you tell us otherwise.

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4. How OGU Collects Personal Information

To deliver and enhance the services offered by OGU, certain personal information is collected. OGU collects personal information from individuals when an individual:

- registers an affiliated club
- registers to become an affiliated athlete or an affiliated coach or official
- participates in any program, activity, education course, competition or event run by OGU or an OGU affiliate
- purchases merchandise, event tickets, products or services from OGU or an OGU affiliate
- requests information from OGU, or contacts OGU via email, telephone or mail or engages with OGU via social media
- participates in an OGU survey
- accesses the OGU website
- is elected or appointed to the Board or a committee of OGU; or
- applies for employment or a committee or volunteer position with OGU or an OGU affiliate.

Personal information may also be collected where OGU is required to do so by law (for education, child protection, work health and safety laws, charitable collections, medical treatment or other legislation in Australia and/or OGU member countries).

4.1 Providing Information

If you do not provide some or all of the information that we request from you, this may affect OGU's ability to communicate with you or provide the requested products or services.

By not providing requested information, you may jeopardise your ability to participate in programs or competitions or apply for employment or volunteer positions with OGU or an OGU Affiliate. If it is impracticable for OGU to deal with you as a result of you not providing the requested information or consent, OGU may refuse to do so.

4.2 Collection from third parties

OGU or OGU Affiliates may collect personal information regarding a child from the parent or other responsible person associated with that child.

In some circumstances, OGU collects information from OGU Affiliates or other third parties.

Examples of such third parties could include, without limitation, Ministries of Sport, Oceania Regional Anti-Doping Organisation (ORADO), governments, international gymnastic associations, non-affiliated gymnastics organisations or government and law enforcement bodies as required by law.

4.3 Information Storage and Protection

The Oceania Gymnastics Union stores personal information on a computer database. The personal information may be held in both paper file and computer file form. OGU has implemented measures of a reasonable nature to ensure that all personal information is securely stored from misuse, loss and unauthorised handling.

Much of the information we collect from and about our members is added to OGU's membership database. When your information is entered into OGU's membership database, the information may be combined or linked with other information held about you.

Security of personal information is important to OGU. OGU has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures OGU uses includes strict confidentiality requirements of our employees, volunteers, OGU Affiliates and service providers, security measures for system access and security measures for our website.

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5. How OGU Uses Personal Information

OGU and third parties to whom we may disclose personal information in accordance with this Privacy Policy, may collect, hold and use your personal information to:

1. Verify your identity;
2. Complete background checks;
3. Research, develop, run, administer and market competitions, education courses, programs, activities and other events relating to gymnastics;
4. Research, develop and market products, services, merchandise and special offers made available by us and third parties;
5. Respond to emergency situations involving or requiring medical treatment;
6. Administer, manage and provide you with registration and access to OGU 's website;
7. Keep you informed of news and information relating to various gymnastics events, activities and opportunities via various mediums;
8. Internal accounting and administration; and
9. Regulatory reporting and compliance.

OGU may use health information to ensure that programs or tours we operate are run safely and in accordance with any special health needs participants may require. Health information may also be kept for insurance purposes. In addition, we may use de-identified health information and other sensitive information to carry out research, to prepare submissions to government, or to plan events and activities.

If OGU sends any information about services or products that is not required, or that you do not want disclosed to any other organisation (including related organisations), you can advise OGU accordingly by writing to the Oceania Gymnastics Union Secretary General.

6. When We Disclose Personal Information

OGU may disclose your personal information to a range of organisations which include, but are not limited to:

1. OGU Affiliates and other organisations involved in gymnastics programs in Oceania;
2. companies we engage to carry out functions and activities on OGU's behalf, including direct marketing;
3. our professional advisers, including our accountants, auditors and lawyers;
4. our insurers;
5. relevant sporting bodies such as the Federation Internationale de Gymnastique (FIG), Ministries of Sports, Oceania Regional Anti-Doping Organisation (ORADO), various other National Gymnastics bodies, various National and district sporting bodies, competition/event management companies; and
6. in other circumstances permitted by law.

In some circumstances personal information may also be disclosed outside of Oceania, for example, information disclosed to the FIG or International Gymnast magazine. In such circumstances, OGU will use our best endeavours to ensure such parties are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are suitably similar to the international standards of information privacy protection.

When you provide OGU with personal information about other individuals, OGU relies on you to make the individual aware that the information has been provided to OGU and for what purpose and to whom it may be disclosed and also how they can access their information. This is extremely important for Club owners providing the personal information of their members in the national database.

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6.1 Direct Marketing

We will use non-sensitive personal information to provide better services and for marketing purposes (including disclosure of such information to service providers).

If you do not wish to receive e-mail, SMS or posted offers from OGU, you may opt-out by using the link provided. Alternatively, you may advise us at any time by contacting OGU via the contact details set out in this policy.

6.2 Other Disclosures

In addition, OGU may also disclose personal information:

1. with your express or implied consent;
2. when required or authorised by law;
3. to an enforcement body when reasonably necessary; or
4. to lessen or prevent a threat to an individual or public health or safety.

6.3 OGU'S Website

When you visit the OGU website, our systems may record certain information about your use of the site, including the web pages visited and the time and date of visit. OGU uses this information to help analyse and improve the performance of our website.

In addition we may use “cookies” on OGU's website. Cookies are small text files that assist our website retain user preferences to improve the experience of using our website. In some cases, the cookies that we use may collect some personal information. OGU will treat this information in the same way as other personal information we collect. You are free to disable cookies on your internet browser to prevent this information being collected; however, you will lose the benefit of the enhanced website experience that the use of cookies may offer.

Websites linked to the OGU website are not necessarily subject to OGU's privacy standards, policies or procedures. OGU cannot take any responsibility for the collection, use, disclosure or security of any personal information that you provide to a third party website.

7. Accuracy Of Personal Information

OGU takes reasonable steps to ensure that whenever personal information is collected or disclosed, it is accurate, complete and up to date.

8. Access To Personal Information

You have a right to access your personal information, subject to some exceptions allowed by law. You can gain access to your personal information by contacting Oceania Gymnastics Union as set out below. You may also advise OGU at any time about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed.

We will take reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly.

We encourage you to regularly review and update your personal information. We will respond to your request for access within a reasonable period. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will correct it.

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9. Resolving Privacy Issues And Complaints

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made to OGU as follows:

Email: oceaniagymnastics@gmail.com

We will respond to your complaint within a reasonable period, and try to resolve your complaint for you.

10. Changes To The Policy

Changes may be made to this policy from time to time and will be updated in the official OGU policy register and circulated to the relevant parties.

In addition, Oceania Gymnastics Union is committed to ensuring all policies are up-to-date and reflect current practices. The latest review date is recorded at the beginning of each policy.