



Privacy Policy of Little Athletics NSW Incorporated

September 2022

Little Athletics NSW Privacy Policy

1. Protecting Privacy

Your privacy is very important to Little Athletics NSW (LANSW). This policy provides information about the personal information that LANSW collects and the ways in which LANSW may use, hold and disclose this personal information. It also sets out how you can access that information and who to contact should you have any concerns regarding the use by LANSW of your or your child's personal information.

2. LANSW Privacy Policy

This policy describes the way LANSW collects, holds and discloses personal information. Personal information is broadly information that identifies you or could identify you. This policy is in accordance with the principles set out in the Privacy Act 1988 (Cth), including the Australian Privacy Principles.

Protecting personal information is fundamental to LANSW's relationship with LANSW members and the wider community. All personal information received in connection with a LANSW product or service, or in the conduct of LANSW's business, is therefore treated seriously, having regard to the legal obligations of LANSW.

3. Privacy of Children

The Privacy Act 1988 (Cth) protects personal information of an individual, regardless of age. The Act does not specify the age after which an individual can make their own privacy decision. It is clear however that for their consent to be valid, an individual must have the capacity to consent. Given this is the case, LANSW will assume an individual under the age of 16 [1] does not have the capacity to consent, so in all relevant circumstances consent for those under the age of 16 must be obtained from a parent/guardian. Whilst LANSW considers all individuals' personal information should be protected, it prioritises sensitive information on children, including racial or ethnic origin, religious or philosophical beliefs, sexual orientation, gender and health or genetic information. LANSW also prioritises other important personal information, including amongst other matters, the child's name, address, phone number and birth date, general location information and internet protocol address of the child (if any are recorded).

[1] [Children and Young Persons \(Care and Protection\) Act 1998 No 157](#)

4. Accessing LANSW Online

The "LANSW website" refers to the Little Athletics NSW website <https://lansw.com.au/>. You need not disclose your identity to visit the LANSW website, except where personal information is voluntarily supplied. However, it is important to understand that LANSW or Member Association Centres' internet servers may, in certain circumstances, automatically record details about any computer used to access the website (such as the IP address, domain name and browser type), the date and time of access, and details of the information downloaded. This information is used for internal statistical purposes and to improve the LANSW website.

4.1. Cookies

LANSW may use "cookies" on the LANSW website. Cookies are used as a means to remember your preferences and are thus designed to improve your online experience. Cookies may collect and store personal information about you.

You can configure your browser to accept all cookies, reject all cookies, or notify you when a cookie is sent.

5. Information Collected

Generally, LANSW collects personal information directly from your use of LANSW's website and any

registration you make, including via email. The personal information which LANSW and Member Association Centres may collect, and hold includes:

- your name, address, email address, gender, DOB, contact information and your Member Association Centre.
- information about dealings with us and Member Association Centres including membership history, and subscriptions for LANSW services (custom information relevant to the Member Association Centre in order to fulfil registration requirements);
- your IP address and geolocation; and
- information derived from the use of cookies.

In addition, you may also provide to us and we may collect and hold additional personal information, such as:

- details of the items ordered or purchased from us.

By providing LANSW with personal information, you consent to that information being collected, used, disclosed and stored in accordance with this Privacy Policy.

LANSW takes all reasonable precautions to ensure that the personal information collected, used and disclosed is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent in the information you provide.

6. Information from Third Parties

During the course of business, LANSW may also collect personal information from a third party (for example, a corporate partner of LANSW or Member Association Centre or information that is on a publicly maintained record). This information forms part of the personal information described in this policy. LANSW will not intentionally solicit personal information that is unintentionally disclosed.

7. Storage of Personal Information

LANSW protects any information that it holds about you from misuse or loss. Additionally, your privacy is further protected by LANSW restricting access to your personal information to those members of staff or officers who need it, either to process information or to provide you with the services requested.

Your personal information may be stored in hardcopy documents, as electronic data or in the software systems of LANSW. Wherever reasonably practicable, LANSW will store personal information on data servers located in Australia.

8. Use & Disclosure of Personal Information

LANSW collects, holds, uses and discloses your personal information for purposes including, without limitation:

- to verify your identity.
- to improve the LANSW website.
- to provide you with information about events, products and/or services that may interest you.
- to promote and market LANSW events, products or services.
- to enable corporate partners and sponsors of LANSW to market and promote their products and services to you; and
- to our third-party service providers in connection with any of the above.

LANSW may also disclose personal information where it is otherwise permitted to do so by law.

Where you provide your personal information directly to LANSW, although it may be disclosed to LAA (Little Athletics Australia), that personal information will not ordinarily be shared.

You consent to LANSW using your personal Information for sending you information, including promotional material, about LANSW, or Member Association Centres' products and services, as well as the products and services of third parties, now and in the future.

LANSW does not otherwise disclose personal information without your permission, unless the disclosure is:

- in accordance with this privacy policy or any agreement you enter into with us; or
- required or authorised by law; or
- generally required under the Australian Privacy Principles under the Privacy Act 1988 (Cth) where these principles are appropriate

LANSW does not willingly disclose personal information to overseas recipients.

9. Information Security

LANSW will take reasonable steps to protect all personal information within their direct control from misuse, interference, loss, unauthorised access, modification or disclosure. LANSW data stored in partner servers are required to conform with SHA-256 encryption in transit & AES 256 at rest.

10. Contacting LANSW

An individual may contact LANSW at admin@lansw.com.au by email to:

- request access to and seek the correction of their personal information held by LANSW at any time.
- make a complaint in relation to a breach of privacy; or
- submit a query or concern about this policy or LANSW's information handling processes.

10.1. Access

You have the right to access your personal information you request access to your personal information, we will require you to provide proof of identity and will aim to respond to all valid requests within 30 days. LANSW may refuse to provide access if permitted to do so by law.

10.2. Complaints

At all times, privacy complaints will be treated seriously and will be dealt with promptly and in a confidential manner. Privacy complaints will not affect your existing obligations or commercial arrangements between you and LANSW.

Your complaint should include:

- your contact details and any relevant reference numbers or identifiers.
- the name of the LANSW Member Association Centre (or other organisation) involved.
- a brief description of the privacy problem.
- any action the organisations have taken to fix the problem.
- what is being sought to resolve the complaint.
- copies of any relevant documents.

LANSW's Privacy Officer will commence an investigation into your complaint and respond within 30 days. You will be informed of the outcome of your complaint within a reasonable period of time following completion of the investigation.

Annexure A

Member Association Centre means a LANSW Centre delivering athletic services in NSW

VERSION CONTROL

Date	Version #	Action Taken / Updates
October 2022	1.0	Draft policy to be approved by the LANSW Board