

# **Victorian Billiards & Snooker Association**

## **Privacy Policy - April 2020**

The [Australian Privacy Principles](#) (APP) deal with the handling of personal information. The Victorian Billiards & Snooker Association (VBSA) is not bound by those principles. Nonetheless the Board has resolved to implement a Privacy Policy.

This Policy has been compiled in accordance with APP 1.3 and 1.4 and describes how the VBSA complies with the [Privacy Act 1988 \(Cth\)](#).

The VBSA is Victoria's recognised State Sporting Organisation for Billiards and Snooker and therefore responsible for the administration of those sports.

### **The personal information that the VBSA collects and holds**

In undertaking its activities, the VBSA collects personal information. The personal information that the VBSA holds will depend on the nature of the activity or service. It may include (but is not limited to) a person's name, contact details and date of birth.

The VBSA will only collect personal information to the extent relevant for the relationship it has with each member.

The VBSA may also hold sensitive personal information. This may include information about health, disability, racial or ethnic origin and criminal convictions.

The *Privacy Act 1988* places restrictions on collecting sensitive personal information about persons. The VBSA may collect sensitive information when:

- it is required to provide specific services (for example in allocating specifically targeted funding),
- entries to specific competitions, and
- for the purpose of meeting legal employment obligations.

If the VBSA conducts online collaboration, social media or market research, it may also ask for public opinions about its services, Board, Referees, Coaches, Tournament Directors or volunteers. The VBSA will treat these opinions as personal information in accordance with the APP if they contain personally identifiable information.

### **How the VBSA collects and holds personal information**

If it is reasonable and practical to do so, the VBSA will collect personal information directly from the persons concerned with their consent. This may be through application forms, over the telephone, the Internet, or in person.

The VBSA may also need to collect personal information from other people or organisations. This information is collected with the person's consent, except for in circumstances allowed for by legislation. Sometimes this may happen without direct involvement.

Some examples of the people or organisations from which the VBSA may collect personal information about persons are:

- the Member States of the Australian Billiards & Snooker Council (ABSC)
- publicly available sources of information
- person's representatives (such as a parent, coach, legal adviser, manager)
- law enforcement agencies

The VBSA will hold the information it collects on electronic systems, and where appropriate in paper format. The VBSA may also hold or receive some information on cloud-based systems.

## **The VBSA will not need to collect personal information unless the following exceptions apply**

Depending on the nature of a person's relationship with the VBSA, they may not need to personally identify themselves, unless:

- the VBSA is required or authorised by or under an Australian law, under its Member Protection Policy or a court/tribunal order to deal with individuals who have identified themselves,
- it is impracticable to deal with individuals who have not identified themselves, or
- the person is receiving a service or financial benefit from the VBSA - which necessitates assurance that the service or monies is being directed to an identified person.

## **Keeping personal information accurate and up-to-date**

The VBSA seeks to maintain the quality of its information holdings by taking reasonable administrative and technical steps to make sure that the information collected, used and disclosed is accurate, complete and up-to-date.

## **Keeping information and data secure**

The VBSA utilises up-to-date techniques and processes, to protect personal information from misuse, loss and unauthorised access, modification or disclosure.

The only people who are allowed to handle or have access to personal information are the Boards of the VBSA and those who perform services for the VBSA who need personal information to do their jobs.

## **Circumstances when the VBSA provides personal information to others**

Sometimes the VBSA may provide personal information to external organisations. Generally, these are organisations that help the ABSC conduct its programs and activities. These organisations may include:

- sport partners (sporting organisations with whom we have agreements to provide funding or services)
- cloud based services that host VBSA data on its servers
- authorised representatives of the VBSA
- payment systems operators (for example, our online shop to receive credit card payments)
- our accountants, auditors or lawyers
- person's representatives (for example a parent, coach, legal adviser, manager).

The VBSA strives to limit the information it provides to outside organisations to that which they need to provide their services to us - or to provide services to VBSA Members. Unless allowed by the Member concerned, the VBSA Board will not provide personal information to advertisers and sponsors.

The VBSA endeavours to ensure that any organisation that it contracts with:

- meets the privacy standards required by the VBSA in protecting personal information and complies with the Privacy Act 1988, and
- uses the personal information provided only for the purposes of the specific service being provided to the VBSA, and for no other purpose.

The VBSA may also need to provide personal information to others outside the VBSA where:

- the information relates to a sports drug and safety matter or is otherwise relevant to the performance of the functions of the Australian Sports Anti-Doping Authority and as such may be provided to the Australian Sports Anti-Doping Authority
- the VBSA is required to by law or has a public duty to do so. For example, a Court, a regulator (such as the Australian Taxation Office or the police can compel the VBSA to disclose personal information to them)
- persons have expressly consented to their personal information being supplied to others for particular purposes.

## **Access to personal information held by the VBSA and to correction of that information**

Any person who believes that the VBSA holds personal information about them may contact the agency to seek access to that information in accordance with APP 12.

If after accessing information held about any person, they consider that it is inaccurate, out-of-date, incomplete, irrelevant or misleading for the purposes for which it is held, then they may request the VBSA to amend it in accordance with APP 13.

In the first instance a person can request access to their personal information by contacting the VBSA Secretary by e-mail at [secretary@vbsa.org.au](mailto:secretary@vbsa.org.au).

The VBSA may not always be able to provide access to all the personal information it holds about a person. For example, it may not be able to provide access to information that would reveal personal information about another person. Any person may also obtain access to their personal information held by the VBSA through the *Privacy Act 1988*.

## **Complaints**

The VBSA will be efficient and fair when investigating and responding to any privacy complaints.

Any privacy complaints received by the VBSA must be in writing and will be initially investigated by the VBSA Secretary and will be escalated as required. The VBSA will respond to all complaints within a reasonable time period appropriate to the specific complaint.

## **Website Privacy Statement**

The VBSA is committed to protecting online privacy.

The VBSA records visits to this website and logs the following information for statistical purposes:

- user's server or proxy address
- date/time/length of the visit
- files requested
- user's cookies
- user's searches

The information is used to analyse our server traffic. No attempt will be made to identify users or their browsing activities except where authorised by law. For example, in the event of an investigation, a law enforcement agency may exercise their legal authority to inspect the internet service provider's logs.

If you send us an email message, we will record your contact details. This information will only be used for the purpose for which you have provided it. We will not use your email for any other purpose and will not disclose it without your consent except where such use or disclosure is permitted under an exception provided in the *Privacy Act 1988*.

When users choose to join a mailing list their details are added to that specific mailing list and used for the stated purpose of that list only. You will not be added to any mailing list without your consent.

As a user, you need to be aware of inherent risks associated with the transmission of information via the Internet. If you have concerns in this regard, the VBSA has other ways of obtaining and providing information. Normal mail, telephone and fax facilities are available.

The VBSA is not responsible for the privacy practices or the content of the linked web sites and the other pages hosted by the VBSA on behalf of non-VBSA agencies and organisations.