

**Western Australian Figure Skating Club
Policy Document**

PRIVACY POLICY

Authority: WAFSC Council 10 April 2015

Application: All members of WAFSC

Effective From
10 April 2015

Review Date
1 January 2016

Policy No.
005/ 2014

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 Organisations, Australian Sports Commission (February 2002).

POLICY

1. The Western Australian Figure Skating Club (WAFSC) recognises 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 WAFSC 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 WAFSC (as athletes, coaches, technical and other officials, and office bearers).
4. All individual membership information is kept in WAFSC's secure, official data base that is administered and managed by the WAFSC Vice President subject to the direction by the Association's Committee.
5. The official data base which is available to current members is as per the WAFSC Constitution and all other relevant information is not available to any individual or organisation (government or private) other than the WAFSC Vice President without the express written approval by the WAFSC Committee 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 its affiliate The Western Australian Ice Skating Association (WAISA).
7. Each member of WAFSC may access and check the accuracy of his/her data base entries by making written application to the WAFSC Secretary.

8. Any individual complaints about possible breaches of privacy must be in writing and addressed to the WAFSC Secretary.