

PRIVACY POLICY

Amendments in recent years to the federal Privacy Act have extended the application of the Act to private-sector organisations. Organisations with an annual turnover of less than \$3 million are exempt from the Act at present (with limited exceptions, none of which are relevant to us), and there are no known plans to change this in the foreseeable future.

Nevertheless, compliance with the National Privacy Principles can be considered to be good ethical business practice in any organisation. It is also conceivable that the existence of a privacy policy could become a condition of receiving government funding (although, again, there are no known plans to do so). Orienteering Australia adopted a Privacy Policy at its December 2002 Annual Conference (upon which the Orienteering Victoria policy is based). One of the elements of this policy is to encourage member Associations to adopt privacy policies compatible with their own.

The National Privacy Principles are not, in general, unduly restrictive; in essence, if a person could reasonably be expected to anticipate that a certain item of information be revealed (for example, the publication of results), then no breach has taken place. Furthermore, even in organisations which are large enough to be bound by the Act, the first stage of any complaint is with the organisation concerned.

Draft policy

1. The Secretary, or such other person as the Board or Council may determine, shall be the Privacy Officer of Orienteering Victoria with responsibility for the administration of this policy and the development and management of appropriate practices in accordance with the policy.
2. The terms ‘personal information’ and ‘sensitive information’ are defined as per the Commonwealth Privacy Act. In the context of this policy, personal information is information or an opinion about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. ‘Sensitive information’ is a subset of personal information. The only type of sensitive information likely to be collected by Orienteering Victoria in its operations pertains to the health of individuals (see clause 4.5).
- 3.1. Within Orienteering Victoria and its affiliated clubs, personal information is collected for a number of purposes, including:
 - membership data and information
 - information on participants in events (e.g. addresses, telephone numbers)
 - team/squad registration, information and feedback forms
 - provision of information to agencies such as the ASC and ASDA
 - photographs of orienteers (to be used in publications, publicity etc.).

The above can include information in printed or electronic form.

3.2. For the purposes of this policy, the Association shall be taken to include both the Association as a collective body and individuals acting in an official capacity under the auspices of the Association.

4. For all of the items described in clause 3.1:

4.1. Information must only be collected that is necessary and lawful. Where practicable, information should be collected directly from the individual concerned.

4.2. The details of the organisation/representative collecting information must be disclosed together with the purposes for collecting the information.

4.3. Other than in applying for membership or participating in events, individuals wishing to interact anonymously with Orienteering Victoria should be given the opportunity to do so where practicable.

4.4. Individuals must be advised on:

- their right to access files in which their personal information is included
- their right to inspect and, if necessary, correct any of the information held regarding their personal data
- their right to complain about possible breaches of this policy.

4.5. Where sensitive information is required (such as medical information for members of travelling teams or attendees at training camps), individuals should be informed of:

- the necessity (or otherwise) to provide all the required information
- the risks to them if the requested information is not provided
- how the information is retained
- after what period the information will be destroyed

4.6. Orienteering Victoria may transfer personal information (other than sensitive information) to Orienteering Australia or to clubs affiliated with Orienteering Victoria, providing that such transfer can reasonably be considered as being consistent with the objectives of the Association and the National Privacy Principles.

4.7. Individuals have the right to request that personal information collected on them by the Association not be published, other than in accordance with this policy or with the law. In particular, they may ask not to be included in publicly accessible membership directories (note, however, that the Associations Incorporation Act requires that Orienteering Victoria's membership register, defined as the list of members and the year in which they joined the Association, be available for inspection by any member upon request).

4.8. Orienteering Victoria will not transfer personal information on any individual to any commercial organisation without the express consent of that individual. Nor will they transfer sensitive information to any other person or organisation without the express consent of the individual concerned.

4.9. Orienteering Victoria will not transfer personal information, other than that covered in clauses 4.6 and 4.8, to any other person or organisation, unless at least one of the following applies:

- Orienteering Victoria adopts a specific policy to do so
- the individual concerned gives their specific consent
- there is a legal obligation to do so

5. Where an individual believes this policy has been breached, they should advise the Privacy Officer. The complaint will then be dealt with in accordance with the Privacy Act (which, in the first instance, involves seeking to resolve the matter by mutual agreement within the organisation).