

ABSC Privacy Policy

29 August 2019

Whilst the [Australian Privacy Principles](#) and (APP) deal with the handling personal information, the Australian Billiards & Snooker Council (ABSC) 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 ABSC complies with the *Privacy Act 1988 (Cth)*.

The purposes for which the ABSC collects, holds, uses and discloses personal information

The ABSC is Australia's recognised National Sporting Organisation for Billiards and Snooker.

The kinds of personal information that the ABSC collects and holds

In undertaking its activities, the ABSC collects personal information. The personal information that the ABSC 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 ABSC will only collect personal information to the extent relevant for the relationship it has with each member.

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

The *Privacy Act* places restrictions on collecting sensitive personal information about persons. The ABSC 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 ABSC 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 ABSC will treat these opinions as personal information in accordance with the APPs if they contain personally identifiable information.

How the ABSC collects and holds personal information

If it is reasonable and practical to do so, the ABSC 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 ABSC 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 ABSC may collect personal information about persons are:

- the Member States of the Council namely:-
 - The Queensland Billiards and Snooker Association Incorporated in Queensland;
 - The Snooker & Billiards Association of New South Wales Incorporated in New South Wales;
 - The Billiards & Snooker Association of the Australian Capital Territory in the Australian Capital Territory;
 - The Victorian Billiards & Snooker Association Incorporated in Victoria;
 - The Tasmanian Billiards & Snooker Association Incorporated in Tasmania;
 - The Billiards and Snooker Association of South Australia Incorporated in South Australia; and
 - The Billiards and Snooker Association of Western Australia Incorporated in Western Australia.
- publicly available sources of information (such as telephone directories)
- person's representatives (such as a parent, coach, legal adviser, manager)
- law enforcement agencies

So that the ABSC can better tailor information and services to individual needs, when it sends email messages, it may use technology to identify persons to know when email is opened or links used within an email.

If persons log into ABSC intranet/extranet services, information will be collected from them to confirm their identity.

The ABSC will hold the information it collects on electronic systems, and where appropriate in paper format.

The ABSC may also hold or receive some information on cloud-based systems. Where this occurs, the relevant service will have been subject to an ABSC risk assessment and be compliant with the privacy and security standards required by the ABSC in protecting personal information.

When the ABSC will not need to collect personal information

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

Persons generally have a right to anonymity when dealing with the ABSC, unless:

- the ABSC 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 ABSC - which necessitates assurance that the service or monies is being directed to an identified person.

How the ABSC will keep personal information accurate and up-to-date

The ABSC 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.

How the ABSC will keep information and data secure

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

We also maintain up-to-date computer and network security systems with appropriate firewalls, access controls and passwords to protect electronic copies of personal information.

The only people who are allowed to handle or have access to personal information are the Boards of the ABSC and those who perform services for the ABSC who need personal information to do their jobs. Those who perform services on the ABSC's behalf are also bound by agreements that include privacy clauses.

If we no longer require an individual's personal information, we will take reasonable steps to destroy it in a secure manner or remove identifying features from it. This is subject to any legal obligation that requires the ABSC to keep information for a certain period of time.

In what circumstances would the ABSC provide personal information to others

The ABSC will not provide personal information to any advertisers or sponsors.

Sometimes the ABSC 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 ABSC data on its servers
- authorised representatives of the ABSC
- 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 ABSC strives to limit the information it provides to outside organisations to what they need to provide their services to us - or to provide services to ABSC members. The ABSC ensures that any organisation that it contracts with:

- meets the privacy standards required by the ABSC 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 ABSC, and for no other purpose.

The ABSC may also need to provide personal information to others outside the ABSC 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 ABSC 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 ABSC to disclose personal information to them)
- persons have expressly consented to their personal information being supplied to others for particular purposes.

Disclosure of ABSC held personal information to overseas recipients

The ABSC seeks to limit where possible the disclosure of personal information to overseas recipients.

The ABSC may also need to provide personal information to overseas recipients, where:

- the information relates to providing information to an international sporting organisation for the purposes of administering or assisting sport and sporting competition
- the information relates to a sports drug and/or safety matter or is otherwise relevant to the functions of the World Anti-Doping Authority
- the information is provided in the management of travel or logistics for administrating staff, athletes and teams
- a person has expressly consented to their personal information being supplied to overseas recipients.

The ABSC contracts overseas commercial organisations to provide products or services to the ABSC or its clients. These agreements are entered into where:

- the ABSC has conducted a risk assessment
- the organisation meets the privacy and security standards required by the ABSC in protecting personal information
- the organisation uses personal information only for the specific service the ABSC asks them to provide, and for no other purpose.

Access to personal information held by the ABSC and to correction of that information

Any person who believes that the ABSC 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 ABSC to amend it in accordance with APP 13.

In the first instance a person can request access to their personal information by contacting the ABSC.

By email:

ABSC Secretary - secretary@absc.com.au

The ABSC 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 ABSC through the *Privacy Act 1988*.

Complaints

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

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

Website Privacy Statement

The ABSC is committed to protecting online privacy.

The ABSC 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*.

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 ABSC has other ways of obtaining and providing information. Normal mail, telephone and fax facilities are available.

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