

1. The Secretary shall be the Privacy Officer of the Association with responsibility for the administration of this policy and the development and management of appropriate practices in accordance with the policy.
2. Within the Association and its member clubs, personal information is collected for a number of purposes:
  - membership registration data / information
  - event registration (entry forms)
  - team / squad registration (including some health and medical details)
  - surveys (carried out from time to time)
  - applications for positions with the Association
  - provision of information to agencies such as the Department of Sport and Recreation
  - financial information and records
  - photographs of orienteers (to be used in publications, publicity, etc.)The above can include information in printed or electronic form, including on websites.
3. For all of the above:
  - 3.1 Information must only be collected that is necessary, lawful and practicable.
  - 3.2 The details of the organisation / representative collecting information must be disclosed together with the purposes for collecting the information.
  - 3.3 Where practicable, the person providing the information shall be given the opportunity to remain anonymous, and not to be included in publicly available documents such as membership directories.
  - 3.4 Individuals must be advised on:
    - their right to access files in which their personal information is included,
    - on their right to inspect and if necessary correct any of the information held regarding their personal data,
    - and their right to complain about possible breaches of privacy.
  - 3.5 Where sensitive information is required (such as for teams travelling interstate), individuals should be informed of:
    - the necessity to provide all the required information;
    - the risks to them if the requisite information is not provided;
    - how the information is retained;
    - after what period the information will be destroyed.
  - 3.6 The individuals should also be requested to provide consent to all proposed uses and disclosures of information.
  - 3.7 The Association will not disclose information to any other organisation except where there is a legal requirement to do so, or where the Association adopts a specific policy to do so.