



Privacy Act Policy & Procedures

of

WA Council of the Australian Power Boat Association (WA APBA)

Version #	Date Reviewed	Reason for Revision	Approved by President

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INTRODUCTION

The Privacy Act 1988 regulates private sector organisations in handling, protect and safeguarding personal information. The WA APBA has an obligation to obtain and keep personal information regarding affiliated clubs and members, volunteers etc to comply with legal requirements.

The WA APBA is committed to protect individual's private information in accordance with the Australian Privacy Principles.

PURPOSE

The purpose of this policy is to ensure all personal information is collected, used, stored and disclosed in accordance with the Privacy Act 1988 and in accordance with the Associations Incorporations Act 2015.

POLICY & PROCEDURES

The guiding principles of this Policy are:

What is personal information?

Personal information is any information that can be used by itself or in conjunction with other information to identify a person or lead to their personal details.

Why and how do you collect personal information?

The WA APBA collects personal information from the members filling forms out either electronically or by pen and paper. These forms are used for medical (to make sure our racers are medically fit to race), scrutineering (to make sure their equipment is fit to race), entry forms and volunteer forms. Both forms are used to make sure all information is current and for insurance and liability purposes.

How do you use personal information?

The WA APBA uses the information to make sure that the boat owner and driver has equipment that is registered and safe to race.

When do you disclose personal information?

The WA APBA only discloses personal information when it is required by National APBA for their registers and for insurance purposes.

How do you store personal information?

The WA APBA stores hard copies of paperwork in files kept by the Secretary at the time. These are then transferred to a lockable filing cabinet kept in the shed of the WASBC. All electronic files and folders are currently stored on a cloud (google drive) with authority access to WA APBA committee members only.

How do you ensure personal information is up to date and accurate?

To become a member of the WA APBA, forms need to be filled in annually for re-registration. It is only then, that their personal information is checked and accurate.

How can people access and if necessary request to have their personal information updated?

We do not have an electronic database that our members can easily fill in and update. It is up to their discretion to fill in the forms required as a boat owner and/or driver to be updated. This would be done through the WA APBA secretary and the WA APBA licensing officer.

PRINCIPLES

This policy is based on:

Legislative

- Privacy Act 1988
Are sporting clubs covered by the Privacy Act? If an association or club has an annual turnover of more than \$3 million, then it will be covered by the Australian Privacy Principles in the Privacy Act 1988 (Privacy Act). Many smaller sporting associations/clubs may be covered for various reasons, for example, because they are related to a larger organisation (national body) or because they provide a health service and hold health information. For more detail on whether such organisations might be covered, see Information sheet 12: Coverage of and exemptions from the private sector provisions. Associations/clubs with an annual turnover of less than \$3 million will still be covered by the Act if they provide a health service and hold health information. A "health service" and "health information" are broadly defined in section 6 of the Privacy Act. Where an association/club has programs or facilities to assist its members with their injuries, or with maintaining or improving their level of fitness and health, it is probably providing a health service, especially if the club employs a health professional. The information about the injuries, fitness or health of a member which is collected and used by the club for those programs would be health information within the meaning of the Privacy Act. In summary, it is the Privacy Commissioner's view that an association/club which provides such assistance for its members should assume that it is covered by privacy laws and should take steps to comply with the Australian Privacy Principles.
- Freedom of Information Act 1992
- Associations Incorporations Act 2015

Peak Body, Social and Community

- Australian Privacy Principles - Office of the Australian Information Commissioner
- Department of Commerce (Consumer Protection) Western Australia
- Australian Sports Commission

RESPONSIBILITIES

It is the responsibility of the President and to ensure that:

- Committee members, volunteers and contractors are aware of this policy;
- any breaches of this policy will be brought to the attention of the committee and are dealt with appropriately.

Whilst the WA APBA will undertake to educate affiliated club members, officials and volunteers about the privacy act policy through promotion in club newsletters, website / social media sites and

within the WA APBA walls, it is the responsibility of each individual to access this information and that they comply with this policy.

RELATED DOCUMENTS

- A Guide for Incorporated Associations in Western Australia – January 2017

MONITORING AND EVALUATION

This policy will formally be reviewed, evaluated and re-endorsed or modified by the Committee Members annually. Ongoing monitoring and evaluation will take place with any reported complaints or reported incidents in relation to this policy are to be reported to the next Committee meeting. Any recommendations for changes can be submitted and tabled for discussion by the Committee. All changes will be communicated to all affiliated clubs (or players, coaches, volunteers etc.) and posted on the organisations website, newsletter and social media.