



Williamstown Cannons Basketball Club Inc
Registered No A0031670Z

Privacy Policy

Williamstown Cannons Basketball Club Inc ABN 78 399 798 253 (“Cannons”) commitment to privacy

Cannons is committed to managing personal information in accordance with the Australian Privacy Principles under the Privacy Act 1988 (Cth) and in accordance with other applicable privacy laws.

This document sets out our policy for managing your personal information and is referred to as our **Privacy Policy**.

In this Privacy Policy, “we” and “us” refers to Cannons and “you” refers to any individual about whom we collect personal information.

About Cannons

Williamstown Cannons Basketball Club Inc ABN 78 399 798 253 (“Cannons”) is a youth basketball not for profit sporting club, run by volunteers.

What information does Cannons collect about you?

Members and prospective members

When you enquire or register to join the waitlist for our Club or when you join a team and become a member of Cannons, a record is made which includes your personal information.

The type of personal information that we collect will typically include *your name, e-mail, postal address and other contact details; as well as any additional personal information you provide to us, or authorise us to collect, as part of your interaction with Cannons.*

If you are participating in an event we are managing or delivering, we may take images or audio-visual recordings which identify you.

In limited circumstances, Cannons may collect information which is considered sensitive information. For example, if you are injured at an event promoted or delivered by Cannons we may collect health information about you in an emergency or otherwise with your consent.

We may collect personal information about children (for example, when children participate in events we are involved with). Where children do not have sufficient maturity and understanding to make decisions about their personal information, we will require their parents or guardians to make decisions on their behalf.

You can always decline to give Cannons any personal information we request, but that may mean we cannot provide you with some or all of the services you have requested. If you have any concerns about personal information we have requested, please let us know.

Visitors to our websites

The way in which we handle the personal information of visitors to our websites is discussed below.

How and why does Cannons collect and use your personal information?

The purpose for collecting your personal information is to manage the administration associated with your club membership including registration, communication, uniform ordering and sharing details of sponsor offers.

We may disclose that information to trusted third party suppliers. For example the Cannons uniform supplier or team photographer who may be unable to fulfil their services to the Cannons in respect of your membership without certain information.

Cannons generally collects personal information directly from you. We may collect and update your personal information over the phone, by email, over the internet or social media, or in person. We may also collect personal information about you from other sources, for example trusted third party suppliers and contractors.

How does Cannons interact with you via the internet?

Cannons engage a third party to host its website (http://websites.sportstg.com/club_info.cgi?client=1-7511-159871-0-0) ("Website"). You can visit the Website without identifying yourself.

The Website is conducted in accordance with the privacy policy that can be located on the Website or accessed here: <http://sportstg.com/privacy-policy/> and which describes the use of cookies on the Website.

Cannons' website may contain links to third-party websites. Cannons is not responsible for the content or privacy practices of websites that are linked to our website.

How does Cannons hold information?

Cannons stores information in paper-based files or other electronic record keeping methods in secure databases (including trusted third party storage providers based in Australia and overseas). Personal information may be collected in paper-based documents and converted to electronic form for use or storage (with the original paper-based documents either archived or securely destroyed). We take reasonable steps to protect your personal information from misuse, interference and loss and from unauthorised access, modification or disclosure.

Cannons maintains physical security over paper and electronic data stores, such as through locks and security systems at our premises. We also maintain computer and network security, for example, we use firewalls (security measures for the internet) and other security systems such as user identifiers and passwords to control access to our computer systems.

We take steps to destroy or de-identify information that we no longer require.

Does Cannons use or disclose your personal information for direct marketing and if so, how?

Cannons may inform you about events of interest to you as our member. This may include notices of upcoming training camps, workshops or other events associated with the Cannons and/or relevant to junior basketball in Australia.

Cannons may inform you of special offers or discounts being made available to our members from our sponsors.

In these specific instances, the communication will be sent to you from Cannons on behalf of the third party and your personal information will not be shared with the third party.

If you do not want to receive direct marketing communications, you can opt-out at any time by contacting us using the contact details below.

If you opt-out of receiving marketing material from us, Cannons may still contact you in relation to your ongoing membership.

Use and disclosure for administration and management

Cannons will also use and disclose personal information for a range of administrative, management and operational purposes. This includes:

- (i) administering billing and payments and debt recovery;
- (ii) planning, managing, monitoring and evaluating our Club;
- (iii) quality improvement activities;
- (iv) statistical analysis and reporting;
- (v) training members and volunteers;
- (vi) risk management and management of legal liabilities and claims (for example, liaising with insurers and legal representatives);
- (vii) responding to enquiries and complaints regarding our Club;
- (viii) obtaining advice from consultants and other professional advisers; and
- (ix) responding to subpoenas and other legal orders and obligations.

Other uses and disclosures

We may use and disclose your personal information for other purposes explained at the time of collection or otherwise as set out in this Privacy Policy.

How can you access or seek correction of your personal information?

You are entitled to access your personal information held by Cannons on request. To request access to your personal information please contact our Cannons Registrar using the contact details set out below.

You will not be charged for making a request to access your personal information but you may be charged for the reasonable time and expense incurred in compiling information in response to your request.

We will take reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete and up-to-date. You can help us to do this by letting us know if you notice errors or discrepancies in information we hold about you and letting us know if your personal details change.

However, if you consider any personal information we hold about you is inaccurate, out-of-date, incomplete, irrelevant or misleading you are entitled to request correction of the information. After receiving a request from you, we will take reasonable steps to correct your information.

We may decline your request to access or correct your personal information in certain circumstances in accordance with the Australian Privacy Principles. If we do refuse your request, we will provide you with a

reason for our decision and, in the case of a request for correction, we will include a statement with your personal information about the requested correction.

What should you do if you have a complaint about the handling of your personal information?

You may contact Cannons at any time if you have any questions or concerns about this Privacy Policy or about the way in which your personal information has been handled.

You may make a complaint about privacy to the Cannons Registrar at the contact details set out below.

The Cannons Registrar will first consider your complaint to determine whether there are simple or immediate steps which can be taken to resolve the complaint. We will generally respond to your complaint within a week.

If your complaint requires more detailed consideration or investigation, we will acknowledge receipt of your complaint within a week and endeavour to complete our investigation into your complaint promptly. We may ask you to provide further information about your complaint and the outcome you are seeking. We will then typically gather relevant facts, locate and review relevant documents and speak with individuals involved.

In most cases, we will investigate and respond to a complaint within 30 days of receipt of the complaint. If the matter is more complex or our investigation may take longer, we will let you know.

How are changes made to this Privacy Policy?

Cannons may amend this Privacy Policy from time to time, with or without notice to you. We recommend that you visit our website regularly to keep up to date with any changes.

How can you contact Cannons?

The contact details for Cannons are:

Cannons Registrar

registrar@williamstowncannons.org.au

This Privacy Policy was last updated in July 2019.