



AUSTRALIAN WEIGHTLIFTING FEDERATION LIMITED

POLICY 2

PRIVACY STATEMENT

This Policy is made by the Australian Weightlifting Federation (AWF) Board under Clause 20.1 of the AWF Constitution. It is binding on AWF and all members of AWF.

Approved by the AWF Board on 12th June, 2014



1. INTRODUCTION

Australian Weightlifting Federation Limited (AWF) is committed to providing members with the highest levels of membership service. This includes protecting members' privacy. AWF is bound by the Commonwealth Privacy Act 1988, which sets out a number of principles concerning the protection of an individual's personal information.

The aim of these laws is to ensure that organisation's handle personal information responsibly and provide a consistent approach to its collection, use and disclosure. These laws also give the individual rights such as access to their personal information and the ability to correct it, if needed.

2. AWF'S PRIVACY STATEMENT

AWF's Privacy Statement contains the following important information the Privacy Act requires AWF to communicate to all members, regarding the use of personal information:

- What is personal information?
- How AWF collects personal information
- How AWF uses personal information
- When AWF discloses personal information
- Storage and security of personal information
- Accuracy of personal information
- Access to personal information

3. WHAT IS PERSONAL INFORMATION?

Personal information is information about an individual who can be identified, or whose identity could be reasonably ascertained from the information.

4. HOW AWF COLLECTS PERSONAL INFORMATION

To deliver and enhance the services offered by Australian Weightlifting Federation, certain personal information is collected. Australian Weightlifting Federation collects personal information from individuals when:

- The individual registers a member club
- The individual registers to become an individual member
- The individual registers to become a referee or official member
- The member enters an Australian Weightlifting Federation event or participation program
- The individual participates in an Australian Weightlifting Federation course
- The individual purchases merchandise from AWF
- The individual requests information from AWF



- The individual provides information to the AWF staff
- The individual participates in an AWF survey

5. HOW AWF USES PERSONAL INFORMATION

AWF will only collect personal information that is necessary for AWF to carry out the primary purpose of providing services relating to: membership, education, events, and merchandise. Personal information may be used in order to:

- Provide the services required
- Internal accounting and administration
- Regulatory reporting and compliance
- Helping AWF to inform and identify other products or services that may be of benefit

If the AWF send any information about services or products that is not required, or the member does not want personal information disclosed to any other organisation (including related organisations) members can advise AWF accordingly by writing to the AWF CEO via Australia {Post to 5 Kelly Rd, Spring Creek, QLD 4343 or email mkeelan@awf.com.au .

If the member does not advise AWF otherwise, the member confirms agreement on their own behalf and/or on behalf of others that they represent.

If the member chooses not to provide personal information, AWF may not be able to provide the services required.

6. WHEN AWF DISCLOSES PERSONAL INFORMATION

AWF discloses personal information to other organisations that is necessary to assist in providing services. The organisations include:

- Outsourced service providers who manage the services provided to members, including: Insurance, Education Services (ASC)
- Professional advisors, including accountants, auditors and lawyers
- Government and regulatory authorities and other organisations, as required or authorised by law

AWF limits the use and disclosure of any personal information to such organisations for the specific purpose for which it is supplied.

When the member provides AWF with personal information about other individuals, AWF relies on the member to make the individual aware that the information has been provided to AWF and for what purpose and to whom it may be disclosed and also how



they can access their information. This is extremely important for Club owners providing the personal information of their members.

7. STORAGE AND SECURITY OF PERSONAL INFORMATION

Australian Weightlifting Federation stores personal information on a computer database. The personal information may be held in both paper file and computer file form. AWF has implemented measures of a reasonable nature to ensure that all personal information is securely stored from misuse, loss and unauthorised handling.

8. ACCURACY OF PERSONAL INFORMATION

AWF takes reasonable steps to ensure that whenever personal information is collected or disclosed, it is accurate, complete and up to date.

9. ACCESS TO PERSONAL INFORMATION

The member has a right to access their personal information, subject to some exceptions allowed by law. The member can gain access to their personal information by contacting Australian Weightlifting Federation. The member may also advise AWF at any time about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed.