
PURPOSE

The purpose of this Privacy Policy is to set out Womensport and Recreation Tasmania's approach to maintaining privacy of personal information collected from individuals.

The policy has been developed to inform any individual who provide personal information to WSRT, and to guide the actions of WSRT staff, Board members, and where relevant any contractors.

OUR COMMITMENT

Womensport & Recreation Tasmania (WSRT) is committed to ensuring your privacy is protected and your personal information is confidential. We comply with the Commonwealth Privacy Act 1988 (Privacy Act), and state-based privacy laws.

- The Privacy Act is the principal piece of Australian legislation protecting the handling of personal information about individuals. This includes the collection, use, storage and disclosure of personal information in the federal public sector and in the private sector.
- In Tasmania, privacy is regulated by the Right to Information Act 2009, and the Personal Information Protection Act 2004.
- Other legislation that impacts on privacy includes the Telecommunications (Interception) Tasmania Act 1999, the Police Powers (Controlled Operations) Act 2006, and the Police Powers (Surveillance Devices) Act 2008.

WSRT also recognises the right of individuals to have their information administered in ways that they would reasonably expect – protected on one hand, and made accessible to them on the other.

DATA COLLECTION

WSRT collects personal information and data to administer relationships with members, sponsors, scholarship recipients, suppliers, stakeholders and program participants.

The information and data collected may be used:

- To send updates on relevant opportunities and developments, invitations, or promotional material;
- To provide quantitative and qualitative reports to the Department of Health (Tas), Active Tasmania, the WSRT Board of Directors and, where relevant, any other funding providers;
- In WSRT applications for grants or awards; and
- Data may be used in talks and presentations.

PRIVACY PRINCIPLES

WSRT has adopted the following principles as minimum standards in relation to handling personal information. WSRT will:

- collect only information which the organisation requires for its primary function

- ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered
- conduct de-identification on all program participant paperwork, including Get Active Program (GAP)
- use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent
- store personal information securely, protecting it from unauthorised access
- retain hard copies of information including invoices and receipts for at least 7 years, then dispose of these items using a secure shredding service, and
- provide stakeholders with access to their own information, and the right to seek its correction.

DE-IDENTIFICATION (DEFINITION)

De-identification means that a person's identity is no longer apparent or cannot be reasonably ascertained from the information or data. De-identification information is information from which the identifiers about the person have been permanently removed, or where the identifiers have never been included. De-identification can protect against an individual's or a group of individuals' identities from being revealed.

De-identification is important because it can make available data sources to agencies and enable information to be used while preserving an individual's privacy. De-identification is also important to community expectations about how agencies handle personal information.

COMPLAINTS RESOLUTION PROCESS

If any person has a complaint about a suspected breach by WSRT of privacy laws, they should contact president@wsrt.org.au in the first instance. The President will investigate and attempt to resolve the issue.

If the President is unable to resolve the matter to the satisfaction of the person making the complaint the matter will be referred to the WSRT Board. Remedies may include an apology, amendment to policies and procedures and/or training. WSRT will comply with privacy laws about data breaches.

Related documents:

- WSRT Code of Conduct
- WSRT Social Media Policy
- WSRT Diversity, Equity & Inclusion Statement
- WSRT Child and youth Framework Statement

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