



**AUSTRALIAN BASEBALL FEDERATION INC**

**PRIVACY POLICY**

<b>Date Approved:</b>	<b>25 November 2005</b>
<b>Date Adopted by AUSTRALIAN BASEBALL FEDERATION INC:</b>	<b>25 November 2005</b>
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## PRIVACY POLICY – THE AUSTRALIAN BASEBALL FEDERATION

Your privacy is important to the Australian Baseball Federation Inc (**The Australian Baseball Federation, we, us, our**). We are committed to ensuring that information we hold about you is held securely and that your confidentiality is protected.

The Australian Baseball Federation complies with the National Privacy Principles under the Privacy Act.

To this extent, this Privacy Policy aims to explain the application of the National Privacy Principles to the particular business of the Australian Baseball Federation. Consequently, this Policy should be read in conjunction with the National Privacy Principles. To the extent that there is any direct inconsistency between this Policy and the National Privacy Principles, the Principles prevail. The National Privacy Principles may be viewed at the Privacy Commissioner's web site [www.privacy.gov.au](http://www.privacy.gov.au). The Privacy Commissioner's contact details may also be found at the web site.

We support:

- fair and open collection practices;
- processes that ensure information is accurate, complete and current;
- individuals' rights to see and where necessary correct information about themselves; and
- limiting the use of information.

This Policy explains how we treat information that we hold about you. It details the type of information we collect, how we may use that information, to whom we allow access and how we protect it. The Australian Baseball Federation reserves the right to change the terms of this Policy.

If you have any questions relating to this Privacy Policy, or you would like the current version (in the event that since the issue of this version, the Policy has been changed), please contact the Australian Baseball Federation's Head Office.

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## Collection

The types of information we collect will depend on the type of product or service we provide to you. Generally, the type of information we collect includes your name and contact details. In some cases we may collect your health and other sensitive information, but we will obtain your consent before doing so.

We will endeavour to collect most of this information directly from you, but we may also collect some of it from:

- your Club; or
- your Regional Association; or
- your State Association.

There may be other persons and entities from whom, from time to time, we may collect your personal information.

When collecting personal information we will take reasonable steps to let you know:

- our identity and how to contact us;
- the fact that you can gain access to your information;
- the purpose for which the information is being collected;
- to whom we disclose this information;
- any law that requires information to be collected; and
- the main consequences (if any) for you if information is not provided.

Where practicable we will provide you with this information before or as soon as possible after we receive your personal information. We will generally do this by issuing you with a 'privacy statement' when we first collect your personal information. The privacy statement relates not only to the information we collect on that occasion, but also to any information we subsequently collect.

Of course, you can elect not to provide us with your personal information but this may affect our ability to provide you with and administer our products and services.

The Australian Baseball Federation collects your personal information for a number of purposes. These include:

- to establish a database register of member details;
- to provide services to members through the use of this database;
- to satisfy our reporting requirements to other agencies such as the Australian Sports Commission and Australian Anti-Doping Sports Agency;
- for the purposes of insurance where relevant; and
- to provide members with non compulsory commercial offers.

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## Use and Disclosure

We will not use or disclose personal information for a secondary purpose, unless:

- it is related to the primary purpose and where you would expect us to so use or disclose it;
- you have consented for us to use or disclose the information;
- we suspect unlawful activity and we use or disclose the personal information as a necessary part of our investigation or in reporting our concerns to the relevant persons or authorities;
- we reasonably believe the use or disclosure is necessary to reduce or prevent a serious and imminent threat to an individual's life, health or safety, or a serious threat to the public;
- we reasonably believe the use or disclosure is reasonably necessary for an enforcement body to prevent, investigate, or prosecute certain breaches of the law, the protection of the public revenue, seriously improper conduct or prescribed behaviour; or
- where we are required or authorised by law.

We may disclose your information to:

- our agents, consultants, auditors, contractors and contracted staff or service providers that provide administrative or other services in connection with the operation of our business;
- the Australian Sports Commission;
- the Australian Anti-Doping Sports Agency;
- our local and overseas related entities;
- where we collect your information from someone else, or another entity, then we may disclose any of your personal information to that person or entity;
- where the law requires or permits us to do so (such as to law enforcement agencies);
- your agent or with your consent.

The ABF may at times ascertain that it has other services or products which may foreseeably meet your needs and notify you about these. If at any time you do not wish your details to be used for these marketing purposes, please contact the Australian Baseball Federation Head Office.

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## **Data Quality**

We will take all reasonable steps to ensure that the personal information we collect, use, or disclose is accurate, complete and current. If you are aware of any error or inaccuracy in the personal information about you that we hold or use, please contact the Australian Baseball Federation Head Office.

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## **Data Security**

We will take all reasonable steps to protect your information from misuse, loss, unauthorised access, modification, or disclosure.

Your information is stored only in secured premises in hard copy and on electronic databases. The databases are password and access-level protected. Only staff who need access to personal information for one of the Australian Baseball Federation's functions, or activities are allowed access.

Some information is kept by the Australian Baseball Federation for a number of years to comply with legal requirements. Any personal information that is no longer needed is disposed of in a secure manner or is de-identified.

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## **Openness**

We will maintain clearly expressed policies on our management of personal information and make them readily available. We will make our Privacy Statement and this Privacy Policy available to anyone whose personal information we hold.



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## **Access and Correction**

In addition, if you request us, we will provide you with access to your personal information unless there is an exception which applies under the Privacy Act, such as where we have a legal duty of confidentiality or non-disclosure.

If we deny access to you, we will provide our reasons.

A fee will not be charged for access but you may be charged the reasonable expenses we incur (such as search and photocopying costs).

**We will take reasonable steps to ensure your personal information is accurate, complete and up to date and to correct it if necessary.**

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## **Identifiers**

We will use our own identifiers and not those assigned by the Government unless we are required to do so, or the law or National Privacy Principles permit us to.

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## **Anonymity**

If we can (and if you want us to) we will deal with you anonymously.

Where it is lawful and practicable, we will allow you to enter into transactions with us on an anonymous basis.

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## **Transborder Data Flow**

We will not transfer personal information to someone in a foreign country, unless one of the following circumstances apply:

- you have consented to the transfer;
- the transfer is necessary to provide you with our services;
- the transfer is for your benefit;
- it is impractical to get your consent and it is likely that consent would be given; or
- we have taken reasonable steps to ensure those to whom we transfer the personal information protect it and your privacy to the same standard as we do.

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## **Further Information**

If you have any further questions about this Privacy Policy please contact the Australian Baseball Federation Head Office.