

PRIVACY POLICY  
(NATIONAL PRIVACY PRINCIPALS AS ADOPTED BY POWERLIFTING AUSTRALIA LTD)

1. COLLECTION OF INFORMATION

Information about members of Powerlifting Australia Ltd will be collected from the following sources;

- i. Annual Membership Form – Information collected from the Annual Membership form ensures that correspondence is able to be forwarded to each individual member, and that if necessary other methods of contact are able to be made. Other data determines eligibility to compete in various age group and gender categories of competition as well as correct remuneration of membership fees. Information pertaining to Drug Testing is also collected from this form, including training and coach's details with the individual member's photograph. Verification of parental permission is also recorded for Under 18 year old competitors,
- ii. Competition Score sheets – Data collected from the score sheets determine eligibility to compete at higher level competition, enables the determination of ranking of lifting members (which in turn determines priorities for drug testing), verification of Record attempts, and records refereeing data for the administration of Referees. Data from Competition Score sheets are also used for publishing in the Official Powerlifting Newsletter, the Official Website, and other general media use,
- iii. Application to participate in World Competition – Data collected from these applications is used to determine eligibility to compete in World competition. Information requested includes basis for checking contact details and gives information pertaining to requirements for Official Uniforms and other documentation that may be needed by the International Powerlifting Federation. Data collected under this category MAY be sent overseas,
- iv. Competition Entry Forms – Information collected from this source includes contact information (enables cross checking on the central database), data pertaining to eligibility to compete in various age and gender competition categories, and other information that may be relevant to the member participating in the relevant competition, and
- v. Referee and Coach Applications – Information gathered from these categories is used to enable contact with the applicant throughout the accreditation process, and to determine eligibility for the various levels of accreditation. Information gathered from this source may be forwarded to the relevant Accreditation authority.

Collection of the information is conducted by way of the relevant Official Form, of Powerlifting Australia, by the designated person responsible within the administration of Powerlifting Australia Ltd. The collection of information is conducted in a lawful manner and must only be collected directly from the individual member.

2. USE & DISCLOSURE.

Information gathered from 1. is used for the administration of the sport of Powerlifting by the National sporting body "Powerlifting Australia Ltd";

- i. Information gathered from the Annual Membership form is retained by the administration of Powerlifting Australia Ltd. Certain information is extracted and sent to the relevant State Branches for the administration of Powerlifting in the state. Other information pertinent to Drug Testing is made available to the Australian Sports Anti-Doping Authority,
- ii. Competition score sheets remain with the Administration of Powerlifting Australia. Information may be copied or extracted for the promotion of Powerlifting through various media,
- iii. Data from Application to compete in World Competition may be sent to the International Powerlifting Federation,
- iv. Data from Competition Entry forms remain with the administration of Powerlifting Australia. Some Data may be extracted and sent to the relevant State Branch or designated person who is hosting the competition for the administration of the relevant Powerlifting competition, and
- v. Information collected from Refereeing or Coaching position applicants remains with the administration of Powerlifting Australia Ltd. Some information may be extracted and sent to the relevant Accreditation authority, and also the State Branch. In some instances this information may also be made available to the Host of a Powerlifting Competition for determining qualification of Officials in the event.

### 3. ACCURACY

Powerlifting Australia Ltd will endeavour to ensure all information collected, used or disclosed will be accurate, complete and up to date. Members have the right to update any information at any time, and Powerlifting Australia is obligated to ensure that information is updated accordingly. Correspondingly, Powerlifting Australia will also insure that any secondary holders of information (e.g. ASADA, or State Branches) are also updated accordingly.

### 4. SECURITY

Information retained by Powerlifting Australia Ltd from its members will be retained by the following methods;

- i. Computer stored database – information stored by this method is protected by multi-layer password protection. The relevant files are only accessed by the authorized person(s) designated by Powerlifting Australia Ltd. A Member's records may be deleted by request once a member resigns (subject to that member not ever having been determined to have a Positive Drug Test result,
- ii. Computer stored spreadsheets, and correspondence – Competition and ranking data stored by this means is accessible only by the designated authorised person of Powerlifting Australia. Information will be retained for historical reasons,
- iii. Computer stored accounts – Information is protected by multi-password protection. This information is only accessible by the Finance Director of Powerlifting Australia Ltd. Access is restricted to the viewing of their personal information stored therein (Contact details and other information directly related to only themselves). Financial information will be retained for the length of time determined by the ATO or ASIC, and
- iv. Paper filing systems – these are kept stored securely by the relevant authorised person of the administration of Powerlifting Australia Ltd. Membership records are kept for 5 years from the year of the last current membership; (the only exception is for Members that have been determined to have had a Positive Drug Test Result, where records are not destroyed). Financial records are kept for minimum of time determined by the ATO or ASIC. Competition records are kept indefinitely for historical value.

Information will not be disclosed to any person who in the opinion of the administration of Powerlifting Australia is not qualified to receive that information.

Information will not be disclosed to other members of Powerlifting Australia unless that information is directly related to the functioning of the administration of Powerlifting Australia.

Information will be destroyed by the most efficient and private method. Computer records will be completely erased. Any records stored on removable media will be destroyed by formatting of the disk. Paper records will be destroyed by shredding, in a manner so that no unauthorized person can access the information stored therein.

### 5. PRIVACY POLICY

This policy will be made freely available to all Members of Powerlifting Australia Ltd.

### 6. ACCESS & CORRECTION

All Members of Powerlifting Australia Ltd shall have the right to access, view and change any information stored by Powerlifting Australia. Requests for access can be made in writing to the Administration Director and arrangements made to enable viewing of information. This must be done at the Member's expense, however, Powerlifting Australia Ltd will endeavour to make the information available in the most cost efficient and timely manner.

Information can be changed or updated at any time by written request to the Administration Director or Finance Director.

## 7. IDENTIFIERS

Powerlifting Australia Ltd uses its own numerical system to identify its Members. Powerlifting Australia Ltd shall not use any other identifiers assigned by the Commonwealth Government or any other authority.

## 8. ANONYMITY

Members can apply to have certain details made anonymous, however, these cannot be in breach of ASADA requirements. Members wishing anonymity must apply in writing to the National Executive Director, giving detailed explanation as to reasons for anonymity and specific details of information wishing to be kept withheld. No guarantee of acceptance of Membership to Powerlifting Australia Ltd can be made in these circumstances.

## 9. OVERSEAS TRANSFER

Under certain circumstances information will be made available overseas. Information will only be made available on the application of an individual member for participation in World Competition, or for application by an individual member to the IPF for international qualification as a Referee.

## 10. SENSITIVE INFORMATION

Powerlifting Australia will not collect information of a sensitive nature from a Member. Where circumstances warrant such information, Powerlifting Australia will apply directly to the Member and seek permission explaining why this information is warranted. In these circumstances only relevant information for the task will be collected and any sensitive information will be destroyed or returned to the Member once the situation warranting this information has been resolved.