



## Central Cairns Swimming Privacy Policy

### ***This Privacy Statement***

Central Cairns Swimming routinely collects personal information about CCS members. This Privacy Statement is intended to inform the community, including in particular those whose personal information we hold, of our approach to collecting, using and protecting your personal information. CCS considers that protecting your personal information is important and CCS takes your right to privacy seriously.

### ***Collection***

CCS collects personal information about you only in order to provide its services to you. CCS may collect personal information such as your name, date of birth, contact details, availability, your photograph. The full details of the personal information CCS collects can be found in the questions that CCS asks and in the forms you have completed during your involvement with CCS.

### ***Collection from third parties***

In some situations CCS may need to collect personal information about you from a third party such as your State swimming organization. If CCS needs to collect personal information about you from any other third party not mentioned in this statement CCS will first endeavour to obtain your consent. If that is not possible we will only obtain it from a third party if that is necessary for the committee to do its job or comply with laws or regulations. In any event, CCS will inform you and will use it only in accordance with our Privacy Policy.

### ***Purpose***

CCS collects only the personal information about you that it needs in order to provide you with its services and opportunities. If you do not provide the personal information that CCS seeks, the services and opportunities available to you from CCS may be limited.

### ***Storage***

Subject to the disclosure provisions in this statement, all of the personal information held by CCS about you is held by the committee. Only Committee Members may access your personal information and even then only for one of the purposes in this Privacy Statement. Once CCS no longer has a need for your personal information it will be destroyed by the Committee.

### ***Use***

CCS may use your personal information in order to manage and administer the services it provides to you including to process your participation forms, to provide you with sponsorship and participation opportunities, to provide you with tickets and other information regarding CCS services and the sport of swimming, for coach accreditation, to allow participants to receive prize money and to ensure that CCS's internal business operations are running smoothly including any reporting or legal requirements the Committee may be required to fulfill.



### ***Disclosure to third parties***

From time to time, CCS may disclose your personal information to certain third parties. If CCS does this it requires the recipients to protect your personal information in the same way and to the same high standards that CCS does. The types of organisations to which CCS may disclose your personal information include:

- External :service providers that provide CCS with financial, legal, administrative, information technology, banking, travel, uniform manufacturing, publications and other services
- Sponsorship companies
- Selectors, swimming organisations and committees.
- CCS Members, state swimming associations, local swimming clubs and other organisations with which CCS is associated.
- Disciplinary committees and investigative bodies;
- Government agencies (as part of our regulatory or statutory obligations); CCS may also disclose your personal information in accordance with its constitution or By-Laws.

### ***Personal Profile and Results***

CCS may also disclose your personal information including your personal profile, photographs of you and your results to the media, in our newsletter and on our Internet site for public viewing.

### ***Sensitive Information***

CCS may also need to collect a swimmer's sensitive information including medication being taken, diagnoses of specific conditions.

### ***Consent to collection of Sensitive Information***

By signing the CCS permission form you confirm that you have read and understood this Privacy Statement and you consent to the collection, use, disclosure and storage of your sensitive information in accordance with this Privacy Statement.

### ***Prohibited Persons/Police Check***

CCS may arrange for a prohibited persons and/or police check to be undertaken on your behalf and will collect the results of such a check. The results from this check may be disclosed to state swimming associations for their records.

### ***Access***

You can request access to the personal information that CCS holds about you and you may ask CCS at any time to correct it where you believe it is incorrect or out of date.

### ***Current Privacy Statement***

This Privacy Statement and the CCS Privacy Policy may be amended from time to time if there are changes in the law or to best privacy protection practices.