

## Privacy Policy

### Your privacy is important

The Independent Sporting Association (ISA) is committed to protecting the privacy of personal information provided to it or collected by it. This statement outlines the way in which the ISA manages and uses personal information to ensure that privacy is maintained.

ISA aims to comply with the Privacy Act 1988 (Commonwealth) and the Health Records and Information Privacy Act 2002 (NSW).

Our Privacy Policy is reviewed regularly to ensure that practices and procedures reflect changes in law, technology and the activities of the Association.

### What is personal information and why does the ISA collect it?

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- (a) whether the information or opinion is true or not; and
- (b) whether the information or opinion is recorded in a material form or not.

ISA collects personal information to conduct its activities, to meet the needs of its member schools and to meet its legal obligations.

### What type of personal information does the ISA collect?

The type of personal information collected and held by the ISA during the course of its operations includes, but is not limited to, personal information, including sensitive information, about:

- Students, parents and staff from member schools
- job applicants, staff members, volunteers and contractors
- suppliers and their staff
- other people who come into contact with the ISA.

### How does ISA collect this information?

#### **1. Personal Information You Provide**

Much of the personal information retained by the ISA will be provided by you directly through forms, applications, telephone calls, reports and face to face meetings.

#### **2. Personal Information Provided by Others**

In some circumstances a third party may provide the ISA with personal information about an individual. Member schools, for example, may provide information about their students such as contact details, prior to an event. A student's parent or guardian may provide a permission slip or a medical report issued by a doctor.

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## How will the ISA use the personal information you provide?

The ISA uses the personal information it collects from you for the primary purpose of education through providing inter-school activities for students from its member schools and for such other secondary purposes that are related to the primary purpose of collection and could reasonably be expected. The ISA also uses personal information for purposes to which you have consented.

### 1. Students

The Association's primary purpose of collecting personal information about students is to enable the ISA to provide sporting opportunities for member school students of varying ability levels in a competitive but supportive environment. Safety is paramount as is the personal development of each student. To this end, the purposes for which the ISA uses the personal information of students include:

- to allocate students to categories, teams or grades within a competition based upon their age and ability
- to accommodate students with a disability in inter-school competitions and carnivals
- to ensure that students participating in the ISA activities have the appropriate school and parental permission
- to ensure that the ISA staff are aware of medical conditions and treatment that could be relevant in the event of an accident or injury during an inter-school competition
- the day-to-day administration of the ISA events
- publishing competition results on the ISA website and in newsletters
- publicising and promoting the Association
- to satisfy the Association's legal obligations and allow it to discharge its duty of care.

In some cases where the ISA requests personal information about a student and if the information requested is not forthcoming, the ISA may not be able to allow the student to participate in an ISA event. A student wishing to trial for an ISA Representative Team, for example, will not be eligible to do so unless her school/parent has provided the personal information required by the ISA.

### 2. Teachers

Teachers at the ISA member schools work co-operatively with the ISA staff to provide inter-school activities for students. They also contribute to the effectiveness of the ISA through attendance at meetings and events and participation on boards and committees. Occasionally the ISA provides professional development opportunities for teachers.

The personal information of teachers is used by the ISA to:

- advertise meetings, events and professional development opportunities
- facilitate contact between staff working collectively on a project
- advise teachers of activities relevant to their schools

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- discuss matters relevant to the organization of inter-school activities.

### **3. Job applicants and contractors**

The Association's primary purpose of collecting personal information from job applicants and contractors is to assess and (if successful) to engage the applicant or contractor, as the case may be.

The purposes for which the ISA uses the personal information of job applicants and contractors include:

- to assess a job applicant's candidacy
- for insurance purposes
- to satisfy the Association's legal obligations, for example, in respect to child protection legislation.

### **4. Parents and Volunteers**

The ISA occasionally collects personal information from parents and/or volunteers who may be assisting at an ISA event by, for example, providing transportation to a student, assisting an umpire or referee or providing treatment (if medically qualified) to an injured or sick student. Such personal information collected would usually be limited to the parent or volunteer's contact details and/or qualifications. The purposes for which the personal information would be used include:

- filing for future reference or contact (eg may ask parent or volunteer to assist again or may offer them contract position)
- attaching to an accident or injury report (eg a qualified first aider or medical practitioner would be asked to provide contact details which might be passed on to the student's parent, GP, ambulance attendants or hospital)
- passing on to another relevant party (eg a parent accompanying a tour group might have their personal contact details distributed to the parents of other students attending).

### **5. Promotion and Marketing**

The ISA is committed to promoting participation in sport and extra-curricular activities as part of a well rounded education and healthy, balanced lifestyle. To this end, the ISA allows, from time to time, articles to be published in local newspapers in which teams and/or individual students from member schools may be photographed and/or named. The ISA also uses photographs of teams and individual students on its website and in other promotional material. Permission will be sought, by means of a media release form, from students whose personal information the ISA is considering for use in a promotional context.

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## Who might the ISA disclose information to?

The ISA may disclose personal information, including sensitive information, held about an individual to:

- its member schools
- government departments
- medical practitioners
- people providing services to the ISA, including teachers, umpires, conveners and sports coaches
- parents and
- anyone you authorise the ISA to disclose information to.

***Sending information overseas:*** The ISA may disclose personal information about an individual to overseas recipients, for example when storing information with “cloud” service providers which are physically located outside Australia. If it does, it will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles and the NSW Health Privacy Principles.

## How does the ISA treat sensitive information?

Sensitive information means:

- (a) information or an opinion about an individual's:
  - (i) racial or ethnic origin; or
  - (ii) political opinions; or
  - (iii) membership of a political association; or
  - (iv) religious beliefs or affiliations; or
  - (v) philosophical beliefs; or
  - (vi) membership of a professional or trade association; or
  - (vii) membership of a trade union; or
  - (viii) sexual orientation or practices; or
  - (ix) criminal record;
 that is also personal information; or
- (b) health information about an individual; or
- (c) genetic information about an individual that is not otherwise health information; or
- (d) biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or
- (e) biometric templates.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

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## Management and security of personal information

The ISA staff members are required to respect the confidentiality of personal information and the privacy of individuals.

The ISA has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including passworded access rights to computerised records.

## Updating personal information

The ISA endeavors to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the ISA by contacting the Director at any time.

The Australian Privacy Principles require that personal information not be stored for longer than necessary. You have the right to check what personal information the ISA holds. Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the ISA holds about them and to advise the ISA of any perceived inaccuracy. There are some exceptions to this right which are set out in the Act.

To make a request to access any information the ISA holds about you, please contact the Director in writing.

## Complaint

If an individual believes that the ISA has breached the Australian Privacy Principles or has otherwise breached the individual's privacy, the individual may make a complaint by writing to the ISA Privacy Officer (The ISA Director of Sport) at the following address:

ISA Office PO BOX 3466 Erina NSW 2250

To make a request to access any information the ISA holds about you, please contact the ISA Privacy Officer (The ISA Director of Sport) in writing.

The ISA will investigate the complaint and notify the individual of its decision in relation to the complaint as soon as practicable, and generally no longer than 30 days after receipt of the complaint.

## Consent and rights of access to personal information

The ISA respects parents' right to make decisions concerning their child's education including their child's participation in sport and extracurricular activities. Generally, the ISA will refer any requests for consent and notices in relation to the personal information of a student to the student's parents via the member school concerned. The ISA will treat consent given by parents

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as consent given on behalf of the student, and notice given to parents will act as notice given to the student.

Parents may seek access to personal information held by the ISA about them or their child by contacting the Director. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of a member school's duty of care to the student.

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