



## PRIVACY POLICY

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In accordance with the *Privacy Amendment (Private Sector) Act 2000* this policy outlines Table Tennis Queensland's (TTQ's) commitment to ensuring the privacy of all individual members.

The enforcement of the *Privacy Amendment (Private Sector) Act 2000* commences 21 December 2001. TTQ shall comply with the Act from that date forwards.

### What information is collected?

TTQ shall collect from all individual members of TTQ the following details: given name, surname, date of birth, postal address, email address, home, work and mobile telephone numbers, eligibility for student or pensioner concession, gender and details on accreditation status. TTQ may also collect information in its everyday dealings from a range of sources and stakeholders.

No penalty shall be enforced on any person who refuses to provide complete information, however those who refuse to provide their full name will become ineligible to receive the benefits associated with membership. Those who refuse to provide date of birth may render themselves ineligible from age specific tournaments.

In addition, TTQ will as necessary collect medical, family and citizenship/residency status information from players who represent Queensland at National Championships.

### How is this information used?

TTQ may use your personal information in order to:

- Verify your identity;
- Research our membership base to improve services;
- Develop, run, administer and market competitions, programs, activities and other events relating to Table Tennis;
- Market products, services and events made available by TTQ or Table Tennis Australia (TTA);
- Distribute information related to TTQ's services;

### When do we disclose your personal information?

As part of our core business it is necessary for information collected to be disclosed to:

- Table Tennis Australia;
- TTQ's professional advisers including our accountants, auditors and lawyers;
- Our insurers; and
- Otherwise as required by law.

Where practicable personal information will be filtered when information is used for these purposes.

Medical information collected from State representatives shall only be disclosed to the Team Manager and Coaches. The Team Manager shall retain the right to advise any other necessary personnel in the event of a medical incident.

As part of our secondary business it may also be required under law or otherwise subject to TTQ discretion necessary to provide personal information to:

- State Government Bodies
- Sponsoring organisations



### **How is this information maintained?**

All data collected will be maintained on the TTQ membership database program accessible only by authorised TTQ staff. Backups of data are contained on external hard drives which are kept off the TTQ premises in a secure setting.

All medical information collected for the purposes of State representation is destroyed after all participants have returned from the Championship.

### **How can I access my personal information?**

All persons are free to view their personal information contained on TTQ's database. Persons may request to view the information held by contacting the TTQ office by phone, mail, email or fax. Contact details to make such a request are:

Mail: Office 2.06 Sports House  
150 Caxton Street  
MILTON QLD 4064  
Phone: (07) 3217 5579  
Email: admin@tabletennisqld.org

If after viewing information held, the individual wishes to request alterations these shall be provided in written form. Newly altered information for that person will be available within 5 working days of receipt of the request for changes.

All individual members may, and are encouraged to, request alterations through their club/association, which is under obligation to inform TTQ of that request within a reasonable time period following receipt of the request.

### **What do I do if I have a complaint?**

If an individual feels this policy has been transgressed or have questions or concerns they are encouraged to contact the TTQ office or any Board member who will advise them of the complaints procedure. The complaint will be dealt with according to the TTQ Complaints Policy. If a satisfactory outcome is not derived the complaint shall be referred to the Privacy Commissioner who shall deal with the complaint.