



AFL SPORTSREADY & SPORTSREADY EDUCATION PRIVACY POLICY

1. Background

- 1.1 AFL SportsReady Ltd, and its wholly owned subsidiary SportsReady Education Pty Ltd and the AFL SportsReady ArtsReady program (hereafter collectively referred to as “AFL SportsReady”) are committed to the protection of private information and ensuring compliance with all relevant privacy laws.
- 1.2 The 13 Australian Privacy Principles (hereafter referred to as “APPs”) established under the *Privacy Act 1988* place important obligations which regulate the handling of personal information. AFL SportsReady is committed to complying with these obligations.
- 1.3 This Policy applies to all AFL SportsReady employees, contractors, work

Information that may be collected by us

3.2 Personal information collected by us may include information such as:

- contact details such as name, address (current and / or previous), e mail and phone number;
- personal details such as gender, demographic information, date of birth, educational history, driver's license status, bank account details, employment history;
- academic performance details such as admissions, attendance, enrolment, progression, assessment or misconduct; and
- employment details.

We may also collect sensitive information such as:

- identity details;
- complaint details;
- welfare issues;
- disability status;
- indigenous status or cultural background; and
- background checks.

How we collect information

3.3 Information is primarily collected through directly from you through circumstances such as:

- when you apply for or enroll in a qualification with SportsReady Education;
- when you apply to us for employment;
- when you hire a trainee from us;
- when you contact us seeking information;
- the delivery of our services; and
- our own records of how and when you use our various

- Access is only by authorised users and is limited to those who are required to access personal information as part of their role.
- Virus protection and back up systems are in place and servers are kept in a secure area.
- Hard copy files exist in relation to trainee and student information and host employer contact details. These are stored in lockable filing cabinets. Access is only by authorised users.
- Staff accessing personal information must agree to, and abide by, a confidentiality and privacy agreement.
- Documents are archived in a secure storage facility and document destruction occurs when statutory time limits permit. Destruction is undertaken by a secure shredding service.

4. Sensitive Information

- 4.1 Sensitive information may include information or an opinion about a person's racial or ethnic origin, political opinions or membership of political association, religious beliefs, sexual preference or practices, membership of trade union or professional association, criminal record or health information.
- 4.2 AFL SportsReady will only collect, use or ~~on~~ service.

- potential host employers or potential trainees;
- your superannuation, financial or legal advisers or representatives; and
- police or health providers in order to perform pre employment checks such as Working with Children Checks or medical checks.

7.4 AFL SportsReady may be required to disclose personal information to a third party if we believe it is reasonably necessary or have a reasonable belief that one of the following applies:

- you have consented to our disclosure of this information;
- lessening or preventing a serious threat to life, health or safety;
- taking appropriate action in relation to suspected unlawful activity or serious misconduct;
- locating a missing person;
- it is reasonably necessary for establishing, exercising or defending a legal or equitable claim;
- it is reasonably necessary for a confidential alternative dispute resolution processes;
- it is necessary for a diplomatic or consular function or activity; or
- it is necessary for certain Defence Force activities outside Australia.

7.5 AFL SportsReady may use the personal information for a purpose other than a primary purpose (*a secondary purpose*) if;

- you consent to the use of this information for a secondary use or disclosure; or
- using or disclosing the information is required or authorised by law; or
- you would reasonably expect us to use or disclose the information for that secondary purpose and the secondary purpose is:
 - if the information is sensitive information – the information is directly related to the primary purpose, or
 - if the information is not sensitive information – the information is related to the primary purpose.

8. Additional Disclosure Particulars

8.1 If AFL SportsReady uses or discloses information because it reasonably believes that the use or disclosure of the information is reasonably necessary for one or more enforcement related activities conducted by, or on behalf of, an enforcement body then AFL SportsReady will make a written note of the use or disclosure.

9. International Disclosure

9.1 AFL SportsReady will not disclose personal information about a person to an overseas recipient unless the disclosure of the information is required or authorised by or under an Australian law or court / tribunal order.

10. Adoption, use or disclosure of government related identifiers

10.1 AFL SportsReady will not adopt a unique identifier of an individual that has been assigned by another organisation.

10.2 Where practicable we will not use or disclose an identifier assigned to an individual by a government agency.

11. Direct Marketing

- 11.1 AFL SportsReady may use personal information for the purposes of informing you about the range of facilities, services, benefits and opportunities available.
- 11.2 We do not use or disclose your personal information for the purposes of direct marketing unrelated products or services.
- 11.3 You may request not to receive direct marketing communications and we will provide an option for you to opt out of such communications.
- 11.4 AFL SportsReady will not use personal information for direct marketing if you have opted out.

12. Unsolicited Information

- 12.1 If AFL SportsReady receives your personal information and did not request you to provide that information or kind of information which is included and could not have collected that information in the way prescribed by this policy or the information is not contained in a State or Commonwealth record, AFL SportsReady will destroy the information or ensure that the information is de identified.

13. Anonymity

- 13.1 Whenever it is

16. Access to Information and Correction of Your Personal Information

Access to your personal information

- 16.1 SportsReady Education Students can access their academic records at all times by contacting the Student Experience Manager by phone, email or face to face. Requested information will be provided to participants in a timely fashion.
- 16.2 You have the right to request access to your

- the kinds of information concerned; and
- recommendations about the steps individuals should take in response to the data breach.

17.4 As required, AFL SportsReady will also notify the Australian Information Commissioner of the notifiable data breach.

18. Global Data Protection Regulation

18.1 Individuals covered by the Global Data Protection Regulation (GDPR) will have privacy matters addressed in accordance with AFL

