

OWIA Privacy Policy

Version 2

Introduction The Olympic Winter Institute of Australia (OWIA) respects and upholds the rights of individuals to privacy in relation to personal information. The OWIA undertakes, as a policy, not to interfere with an individual's Privacy rights in the way it collects, uses or discloses the personal information of any persons who provide it with such information in the course of carrying out its function as the OWIA. This policy, which applies to all personal information collected, held and used by the OWIA, demonstrates that commitment to privacy. The OWIA will comply with the Australian Privacy Principles contained in the Privacy Amendment (Enhancing Privacy Principles) Act 2012 (Act). It does not propose being a party to an "approved privacy code."

Collection The OWIA will, at all times, collect personal information by lawful and fair means, and where such information is reasonably necessary for the OWIA to perform its operational functions and comply with legal obligations. The OWIA will usually collect information directly from its stakeholders in Australia, or from other organisations (such as national sporting bodies or individuals and organisations associated with those bodies) who supply athlete personal data and performance information.

Quality The OWIA will take all reasonable steps to ensure that any personal data we collect use or disclose is accurate, complete and up to date. If you believe the information held by the OWIA is inaccurate please contact us and the OWIA will take reasonable steps to ensure that the information is corrected.

Type of Personal Information and Use The OWIA only collects personal information that is necessary for one or more of its activities or functions in developing and preparing elite athletes for participation in Olympic Winter Games, World Championships and World Cup events in the Olympic Winter program and World Championship Sports, and activities associated with these events, Championships and Games. Personal information may be used from time to time for marketing purposes however, in all such cases, you will be given the option of not receiving further communications of that nature and provided with information on how to do so. Personal information is primarily used for contact purposes and for inclusion of athletes and officials into OWIA Sport Programs and other events under the patronage of the OWIA, the Australian Olympic Committee (AOC), the International Olympic Committee (IOC) or the National (NF) or International Federations (IF) governing sports on the OWIA program.

Personal information includes contact details and other unique identifiable and biographical information necessary to facilitate participation in OWIA Sports programs, Olympic Winter Games, World Championships or World Cup events under the patronage of the OWIA, the AOC, the NF or IF. Non-provision of information required will effect a person's eligibility to be selected in such a program or event unless the Organising Committee or equivalent, however named of an event is unable to do so without such information.

The OWIA collects health information on a person only with their express consent and only to assist in determining a person's fitness to participate in a Winter Sport Program and compete in elite sport competition including, but not limited to the Olympic Winter Games, or as required by Law. The personal information collected may be shared with entities associated with the Olympic Winter Games, World Championship or World Cup events, including those domiciled overseas relating to Olympic Winter Games, World Championships or World Cup events such as the IOC domiciled in Switzerland, or

organisers of World Championships or World Cup events, domiciled in the country of the host city of the respective Championships or World Cup. The OWIA will take reasonable steps to ensure that the overseas recipient will treat all personal information in accordance with Australian Privacy Principles, the Act and this Privacy Policy.

Security The OWIA will take reasonable steps to ensure that personal information is secure from any misuse, unauthorised access, interference, modifications or disclosure.

Openness and Accountability The OWIA does not normally contract out services that involve disclosing personal information and personal information will not normally be disclosed to third parties. If the OWIA contracts out any of its functions it will take reasonable steps to ensure that the third party will treat all personal information in accordance with the Act and this Privacy Policy.

Exemptions Employee records are not generally subject to the Privacy Act and therefore this policy may not apply to the handling of information about employees by the OWIA. For information about our practices relating to employee information, please contact our HR department directly. There are no other exemptions from this Act which apply to, and no laws which require the OWIA to collect personal information.

Website This Privacy Policy covers the OWIA owned and operated website www.owia.org. The OWIA takes reasonable steps to protect the security of personal information (including cookie information) in accordance with this Privacy Policy. Cookies may be used on some areas of the OWIA website. If you are concerned about cookies, most browsers have an option, which permits users to refuse a cookie. A user can refuse a cookie and still fully navigate our website. In order to collect user statistics we may anonymously log information, and identify categories of users by items such as domains and browser types. Unfortunately, no one can guarantee that data passing over the Internet cannot be intercepted or used by unauthorised third parties. Accordingly although, the OWIA takes all steps reasonably necessary to protect that information it cannot ensure or warrant the security of any information you transmit to it. Once the OWIA receives information that you have transmitted to it, the OWIA will undertake reasonable steps to preserve the security of that information in its own systems.

Contact If you have any queries in relation to this policy or its administration or if you would like more details of what sort of personal information the OWIA holds, for what purpose and how it collects, holds, uses and discloses that information, if you would like to correct your information or if you have a complaint about a breach of privacy then you should contact the OWIA Privacy Officer, Alana Rybicki on (03) 9686 2977 or via email at Alana.Rybicki@owia.org.

Changes to this Policy The OWIA reserves the right to change this Policy at any time. Changes are effective upon posting on the website. You should periodically visit the website www.owia.org to review the current terms of the Privacy Policy.

DOCUMENT HISTORY

Version	Adopted by OWIA Board	Content reviewed / purpose
One	20/08/14	▪
Two	04/02/15	▪ Letterhead updated