



## Privacy Notice

We are committed to providing you with the highest levels of customer service and to safeguard your personal information. Although we are not legally obligated to do so, we have developed this policy to conform with the Commonwealth Privacy NSW (1986) and the *Privacy Amendment (Private Sector) NSW (2000)*, which sets out a number of principles concerning the protection of your personal information in relation to our activities.

The NSW Squash website contains links to other sites and NSW Squash is not responsible for the privacy practices or the content of such web sites. On occasion you may be directed to other sites to undertake activities such as paying a bill, and we make no guarantees as to the security or privacy policies of these sites.

We will collect and maintain all personal data in a manner that is consistent with the ten National Privacy Principles as outlined in the *Privacy Amendment (Private Sector) NSW (2000)*.

## Principle 1— Collection

We will, at all times, collect personal information from you in a fair, lawful and non-intrusive manner. At the time that information is being collected (or as soon as practicable thereafter), you will be informed:

- a) Why we are seeking this data and how you can contact us;
- b) How you can access your information and ensure that it is correct and up-to-date at all times;
- c) What other organisations the information may be passed to; and
- d) The consequences of you not providing the information requested.

## Principle 2 — Use and Disclosure

Data held by us will be used for the following purposes:

Statistics	Personal information (in de-identified form) will be collated and used to produce statistics which can then be supplied to State and Federal Government departments and agencies as required by them in accordance with relevant legislation and regulation. They will also be used by NSW Squash for the purposes of researching, developing and managing new and existing programs for the promotion and management of squash.
Administration	Personal information will be used for the purpose of communicating with participants about their membership and/or involvement in programs, competitions and activities run by NSW Squash or their affiliated clubs or squash centres.
Information	Personal information will be used for the purpose of providing information to participants about matters pertaining to squash and the activities of NSW Squash and its affiliates. You can elect not to receive any information related to these programs by advising us in writing or via e-mail

## Principle 3 – Data Quality

We will take all reasonable steps to ensure that all personal information collected is accurate and will provide you with avenues to correct any errors or omissions.

## **Principle 4 – Data Security**

We will take all reasonable steps to protect the information that it holds is protected from misuse, theft, loss and unauthorised access, modification or disclosure, This may include the introduction of security passwords for access to electronic databases and physical security measures for paper-based records

## **Principle 5 - Openness**

This policy will be provided on the NSW Squash website and a copy will also be made available upon request We also welcome any comments or thoughts on its operation, and can be directed to the NSW Squash office at the address listed below.

## **Principle 6 – Access and Correction**

We will provide any person with access to any personal information it holds on that person. If that information is not accurate, then the opportunity will be provided to correct the record.

## **Principle 7 – Identifiers**

We will not adopt, use or disclose a personal identifier that has been assigned by an agency of the Australian Government. An ABN is not defined as an identifier under the relevant NSW.

## **Principle 8 – Anonymity**

Due to the issues surrounding the management of squash in the NSW, the option of not identifying yourself is not practicable. By wishing to remain anonymous, our ability to provide a quality service to you is severely restricted

## **Principle 9 – Transborder Data Flows**

We will only transfer personal information to a recipient outside the NSW where permission has been granted by the individual and where it is reasonably believed that the information will have similar levels of protection to that currently in force in the NSW; to where it is necessary in order of the running of the NSW Business.

## **Principle 10 – Sensitive Information**

We will not collect sensitive information unless you have consented; it is required by law or is required in relation to health service provision.

## **Changes to our Privacy Statement**

From time to time, we may need to change this Privacy Statement to reflect our changing business practices. We may change the Privacy Statement at anytime by posting the changed Privacy Statement on our website and by posting a notice to users on the NSW Squash homepage stating that a change has occurred.

## **How to contact us**

If you have any questions in relation to privacy or the management of your personal information, you should, in the first instance, contact the NSW Squash office on (02)9484 8271 between 10.00am and 4.00pm, Monday to Thursday.

Alternatively, you can write to NSW Squash at 6 Duffy Ave, Thornleigh 2120 or by sending an e-mail to: [admin@nswsquash.com.au](mailto:admin@nswsquash.com.au)

If you are seeking to have personal information held by us modified or updated, we may ask you to put this request in writing for security reasons. Your response may take the form of an e-mail message or a letter addressed to the NSW Squash office listed address above.