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## Introduction

Masters Swimming Australia (MSA) supports Commonwealth and State privacy principles, which strengthen our own existing ethical standards regarding the collection and management of personal information in an open and transparent way.

In the course of its functions the Association collects personal information. This information is kept by the Association in strict accordance with the appropriate legislations. Information collected will only be used for the purpose for which it was collected and all records and electronic data are protected from unauthorised use, or access. The disposal of information that is no longer required for such purposes will be carried out in accordance with legal and organisational requirements.

Personal information will not be disclosed without consent unless required by law or a legal authority. Reasonable access to the information will be provided to individuals or their appointed representatives should they require details about the personal information held.

If you have any concerns about your information, further details can be obtained from the General Manager, Masters Swimming Australia, (03) 96825666, gm@mastersswimming.org.au.

Additional information on the Australian Privacy Principles can be obtained from The Office of the Australian Information Commissioner, Level 3, 175 Pitt Street, Sydney 2000  
Telephone: 1300 363 992 FREE or [www.privacy.com.au](http://www.privacy.com.au)

### Member Declaration

A Member Declaration is required when you become a member and you will be asked to sign the following statement when you register online with Masters Swimming Australia.

### Privacy Statement

Masters Swimming Australia (MSA) is committed to protecting your privacy. MSA will collect, use, disclose and hold personal information in accordance with the Privacy and Personal Information Protection Act 1988 (the "Act")

Identifying information may be published in Masters Swimming publications such as Top Ten, Records, Results Portal, newsletters etc.

## Collection

The full details of the personal information MSA collects can be found in the questions that MSA asks and in the forms you have completed during your involvement with MSA.

### Collection from third parties

In some situations MSA may need to collect personal information about you from a third party such as your State / Territory Branch or your club.

If MSA needs to collect personal information about you from any other third party not mentioned in this statement MSA will first endeavour to obtain your consent. MSA considers that protecting your personal information is important and MSA takes your right to privacy seriously.

## Purpose

MSA collects only the personal information about you that it needs in order to provide you with its services and opportunities. If you do not provide the personal information that MSA seeks, the services and opportunities available to you from MSA may be limited.

## Storage

Subject to the disclosure provisions in this statement, all of the personal information held by MSA about you is held on a password protected database or in secure files at the offices of MSA or in some cases, your Branch.

Once MSA no longer has a need for your personal information we will either destroy or de-identify it.

## Use

MSA may use your personal information in order to manage and administer the services it provides to you including to process your participation forms, to provide you with sponsorship and participation opportunities, to provide you with tickets and other information regarding MSA services and the sport of swimming, for coach and technical accreditation, to allow participants to receive prize money or vouchers and to ensure that MSA's internal business operations are running smoothly including any reporting or legal requirements it may be required to fulfil.

## Disclosure to third parties

From time to time, MSA may disclose your personal information to certain third parties. If MSA does this it requires the recipients to protect your personal information in the same way and to the same high standards that MSA does. The types of organisations to which MSA may disclose your personal information include:

- external service providers that provide MSA with financial, legal, administrative, information technology, banking, travel, publications and other services;
- sponsorship companies including advertising agencies, marketing and/or sales agencies;
- MSA Members, masters swimming associations, masters swimming clubs and other organisations with which MSA is associated, including Sport Australia;
- disciplinary committees and investigative bodies;
- government agencies (as part of our regulatory or statutory obligations);

## Personal Profile and Results

MSA may also disclose your personal information including your personal profile, photographs of you and your results to the media, in our newsletter and on our internet site for public viewing.

## Sensitive Information

MSA may also need to collect a swimmer's sensitive information including medication being taken and diagnoses of specific conditions.

MSA stores such sensitive information in secured files on password protected sites.

## Consent to collection of Sensitive Information

By signing the MSA Medical Disability or other type of acceptance form you confirm that you have read and understood this Privacy Policy and you consent to the collection, use, disclosure and storage of your sensitive information in accordance with this Privacy Policy.

## Access

You can request access to the personal information that MSA holds about you and you may ask MSA at any time to correct it where you believe it is incorrect or out of date.

There will be no fee for accessing your personal information.

## Complaints

The MSA Member Protection Policy and Procedures document provides an avenue for making a complaint. Refer to Part D: Complaint Handling Procedures.

## Current Privacy Policy and Statement

This MSA Privacy Policy and the Privacy Statement may be amended from time to time if there are changes in the law or to update best privacy protection practices.