



**WHITTLESEA CITY
LITTLE ATHLETICS CENTRE
CENTRE NO. 112**

PRIVACY INFORMATION POLICY

Revised June 2025



Privacy Information Policy



Whittlesea City Little Athletics Centre (WCLAC) understands the importance of protecting your right to privacy and have prepared this policy to help you understand how we aim to protect the privacy of your personal information.

LA Vic has informed the Office of the Australian Information Commissioner of its desire to 'opt in' to abide by the Australian Privacy Principles (APPs), as set out in the Privacy Act (1988, Commonwealth). Accordingly, and by extension, there are implications for Centres pertaining to the processes by which they collect, hold, use and disclose membership information.

The WCLAC Privacy Information Policy outlines the type of personal information that we need to collect; how we collect, use and store that information; when we disclose that information; the update of, and access to that information; and who to contact should you have any concerns regarding the use by WCLAC of your personal information.

LA Vic Privacy Policy

In December 2019, LA Vic sought to 'opt in' and to update its Privacy Policy to enhance the standards of its governance, and reduce the associated risks, around the management of what are significant volumes of membership and stakeholder data it collects, holds, uses and discloses. Higher standards of governance will better protect members' rights. In rare instances, these changes may enhance the overall experience of Little Athletics; for most, hopefully, the Policy will have little if any bearing, from week to week.

Much of the member information is of a personal and sensitive nature and with this comes the enormous responsibility of ensuring it is handled properly at all times. While the standards required of the Australian Privacy Principles are high, and may even be, at times, inconvenient, compliance will significantly reduce the risk of the occurrences of data breaches – deliberate or accidental - at LA Vic, Region, Centre and Club levels.

Some additional points in LA Vic's Privacy Policy of relevance to Regions/Centres/Clubs:

- Anonymity & pseudonymity: members have the option of remaining anonymous or using a pseudonym. This may have relevance when a member is being registered, entering an event, or having their SUBWAY bib printed, for example.
- Collection of information: LA Vic and Affiliated Centres (by extension) cannot collect personal information unless it is reasonably necessary for Little Athletics related activities. The 'that's the way it's always done' processes all organisations have, carried over from year to year, may now actually contravene the APPs.
- Means of collection: LA Vic collects the majority of its personal information via the official online registration system.
- Security of personal information: LA Vic is responsible for its member's personal information. This responsibility extends to other stakeholders, such as LAA, Regions, Centres and Clubs –

should personal information be shared with these. Accordingly, these procedures may be refined in due course to attain compliance with the Act.

- Access to personal information: the Policy sets out formal processes whereby members can request access to their personal information held by LA Vic.
- Notifiable data breaches: LA Vic is obligated to notify affected individuals and the Australian Information Commissioner in the event of an eligible data breach. An eligible data breach may occur if LA Vic, LAA, Regions, Affiliated Centres, Clubs or other parties with whom personal data is shared for the purposes of Little Athletics activities experience:
 - unauthorised access to, or disclosure of its personal information;
 - serious harm to one or more individuals;
 - no reduction in risk of serious harm with remedial action undertaken.
- Complaints: the Policy sets out a process where complaints are to be directed in writing to the CEO of LA Vic in the first instance.

Collection of your personal information

WCLAC collects personal information from you to provide you with services and information associated with membership of WCLAC, including products and services such as registrations, coaching, entry to events, championships, development programs etc.

The personal information we collect is supplied by you upon registration of your children/child for each new season of little athletics, or for any specific WCLAC or Little Athletics Victoria (LA Vic) activity/event.

No information will be requested by WCLAC unless it is relevant. Members will be advised of the reason for collecting information, if requested.

Use of your personal information

Your personal information may be used to provide services you require or request. Providing this information allows WCLAC to administer and manage those services and to inform you of additional services/opportunities that may be available to you as a result of your child's membership. WCLAC may, on occasions, utilise your personal information for the purpose of researching and enhancing our services. WCLAC also uses your personal information to place your child in the correct age group, for insurance purposes, and for providing statistical information in relation to their achievements and records.

Photographs

Photographs taken by the WCLAC or its agent of yourself or your child in attendance at an WCLAC or LA Vic event/function may be utilised for any purpose whatsoever, including (but not by way of limitation) illustration, promotion, advertising, trade, etc. Such photographs may be published in any medium and may be labelled with the name of the person/s in the photograph and the event at which the photograph was taken. Should you wish to not have your photograph taken, please raise this

immediately at the time of the photograph being taken or email WCLAC at whittleseacity@lavic.com.au. If any child has registered and is issued with a no photograph registration tag, this automatically mandates that no photograph is to be taken or uploaded in any form.

Disclosure of your personal information

WCLAC treats all information that we hold about our members as confidential. We do however, on occasions disclose statistical aspects of your personal information for purposes related or ancillary to the main reason for which it is collected, such as:

- internal accounting and administration,
- regulatory reporting and compliance,
- helping us to identify and inform you about other services that may be of benefit to you and your family,
- gaining sponsorship support or government funding.

The organisations to which we may disclose information on a confidential basis, include:

- your representatives (legal advisers, etc),
- government and regulatory authorities and other organisations, as required or authorised by law,
- our related organisations, such as LA Vic or other Centres.

WCLAC protects any information that we hold about you from misuse and loss. We protect your privacy by restricting access to your personal information to those members of staff or officers who need it, either to process information or to provide you with the services you have requested or are entitled to.

Your personal information may be stored in hard copy documents, as electronic data, or in WCLAC software systems. WCLAC maintains physical security over our paperwork and electronic data stores and premises.

Accuracy of your personal information

WCLAC takes all reasonable precautions to ensure that the personal information we collect, use and disclose is accurate, complete and up-to-date. However, the accuracy of that information depends on the information you provide. We therefore recommend that you advise WCLAC:

- if there are any errors in your personal information, and
- any changes to your personal information,

Access to your personal information

You have a right to access your personal information. If you would like to do so, please place your request in writing and forward it to the Secretary at: whittleseacity@lavic.com.au

Questions or concerns

If you have any questions relating to Privacy, or believe that your privacy or personal information has been compromised, please contact the Secretary at: whittleseacity@lavic.com.au