



Privacy Policy

Little Athletics ACT (LAACT) is committed to providing you with the highest level of customer service. This includes protecting your privacy.

The LAACT Privacy Policy has been formulated in accordance with the Commonwealth Privacy Act 1998 (the Privacy Act), however, it should be noted that the LAACT is not bound by this legislation, except in the collection of health/medical information.

The LAACT Privacy 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 LAACT of your personal information.

Collection of your personal information

The LAACT collects personal information from you in order to provide you with services and information associated with membership of Little Athletics, including particular products and services, such as coaching camps, championship entry, development program membership, etc.

The information we collect is supplied by you upon registration of your child/children for each new season of Little Athletics, or for any specific LAACT activity / event.

No information will be requested by the LAACT unless it is relevant and members will be advised of the reason for collecting information if requested.

Use of your personal information

Your personal information may be used in order to provide the services you require or request. Providing this information allows the LAACT 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.

The LAACT may, on occasions utilise your personal information for the purpose of researching and enhancing our services.

We may also use your personal information to promote the products/services offered by related organisations and our sponsors/partners.

Photographs

Photographs taken by the LAACT or its agent of your child or yourself in attendance at a LAACT 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 labeled with the name of the person/s in the photograph and the event at which the photograph was taken.

Disclosure of your personal information

The LAACT 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:

- outsourced service providers, such as mailing houses or course providers. Such providers are bound by a confidentiality agreement.
- your representatives (legal advisers etc)
- our professional advisers, including our auditors, legal advisers, insurance brokers etc.
- government and regulatory authorities and other organisations, as required or authorised by law
- our related organisations, such as Little Athletics Australia

Accuracy of your personal information

The LAACT 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 to a large extent in the information you provide. We therefore recommend that you advise both your local centre and the LAACT:

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

Storage of your personal information

The LAACT 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 that you have requested.

Your personal information may be stored in hardcopy documents, as electronic data, or in LAACT software systems. The LAACT maintains physical security over our paperwork and electronic data stores and premises. We also maintain computer and network back-up and security systems.

Access to your personal information

You have the right to access your personal information. If you would like to do so, please place your request in writing and forward it to the address below.

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 Executive Officer, LAACT
 Corner of Kitchener and Ainsworth Streets
 Phillip ACT 2606

PO Box 5094
 Garran ACT 2605

T: 02 6247 1296
 F: 02 6247 1297
 E: executive@actlaa.org.au