

# Ice Skating Queensland Inc. Policy Document

## PRIVACY

<b>Authority</b>	<b>Ice Skating Queensland Inc Council on 17<sup>th</sup> September 2003</b> <b><i>Associations Incorporation Act 1981 (Qld)</i></b> <b><i>Associations Incorporation Regulations 1999 (Qld)</i></b>		
<b>Application</b>	<b>ISQ Inc <u>and</u> all of its affiliates</b>		
<b>Effective: 17<sup>th</sup> September 2003</b>	<b>Review Date: 1<sup>st</sup> July 2015</b>	<b>Policy No: 010 / 2003</b>	

### POLICY OBJECTIVE

Compliance with *Privacy Act 1988*, with the 10 National Privacy Principles per *Privacy Amendment (Private Sector) Act 2000*, and Guide to Best Privacy Practices for Sporting Organisations, Australian Sports Commission (February 2002).

### POLICY

1. ISQ recognizes the application of the ten National Privacy Principles in relation to the data it maintains, namely (1) Collection; (2) Use and disclosure; (3) Data quality; (4) Data security; (5) Openness; (6) Access and correction; (7) Identifiers; (8) Anonymity; (9) Transborder data flows; and (10) Sensitive information.
2. The types of information that ISQ holds include contact personal information; date of birth; gender identifier; membership status, membership number and date of joining; proficiency test results; competitive results; and insurance claims.
3. The main purposes for which the information is kept include the state-wide governance of the sport of figure skating; eligibility of members to participate in events and affairs of ISQ (as athletes, coaches, technical and other officials, and office bearers).
4. All individual membership information is kept in the Association's secure, official data base that is administered and managed by the ISQ Administrator subject to the direction by the Association's Council.
5. The data base as a whole or in part is not available to any individual or organization (government or private) other than the ISQ Administrator without the express, written approval by the ISQ Council that clearly stipulates the conditions of use.
6. For the purpose of satisfying eligibility criteria, some individual membership data may be shared with the Ice Skating Australia Inc. or with clubs that are affiliated with ISQ.
7. Each member of ISQ may access and check the accuracy of his/her data base entries by contacting the ISQ Administrator or by making written application to the ISQ Secretary.
8. Any individual complaints about possible breaches of privacy must be in writing and addressed to the ISQ Secretary.

Issued by authority of the Council of Ice Skating Queensland Inc. 17<sup>th</sup> September 2003