

# Privacy Policy

The protection of personal information is important to Australian Cycling Federation Incorporated trading as Cycling Australia (CA, we, our). CA is committed to respecting the right to privacy and the protection of personal information. The following sets out our privacy policy and how we will manage personal information.

## What is personal information?

Personal information is information or an opinion (including information or an opinion forming part of a database) from which it is possible to determine a person's (you, your) identity.

The information collected or held by CA about any person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's name, email and/or postal address, phone number, date of birth, gender, credit card details, insurance details or communication history with CA.

## How does CA collect personal information?

Information may be collected from you when you:

1. become a member of a club, association or other body which is a member of CA or affiliated with a member of CA;
2. subscribe to any publication of CA, including electronic publications;
3. voluntarily provide details to CA;
4. participate in any CA program, activity, competition or event;
5. are elected/appointed to the Board or a committee of CA; or
6. where CA is required to do so by law (for example where required to do so under any legislation (either State or National) in Australia).

As can be seen, there may be occasions when CA will collect the information directly from third parties. CA will, before or at the time of collection, take reasonable steps to ensure that third parties are aware of:

1. the purpose or purposes for which the information is collected; and
2. the organisations or types of organisations to which CA usually discloses information of that kind.

## How does CA use personal information?

CA, and third parties to whom we may disclose your personal information in accordance with this Privacy Policy, may use your personal information to:

1. verify your identity;
2. research, develop, run, administer and market competitions, programs, activities and other events relating to a variety of cycling sports including road cycling, track cycling, mountain biking, BMX riding and recreational riding;
3. carry out the objects of CA as set out in the CA constitution;
4. administer, manage and provide you with access to [www.cycling.org.au](http://www.cycling.org.au) (CA website);
5. keep you informed of news and information relating to various cycling events and activities via various mediums; or
6. research, develop and directly market products, services, merchandise and special offers made available by CA, sponsors, affiliated organisations and third parties.

## **Disclosing personal information**

In using your personal information for the purposes set out above, CA may disclose your personal information to a range of organisations that include, but are not limited to:

1. organisations involved in cycling;
2. companies we engage to carry out functions and activities on CA's behalf;
3. our professional advisers, including our accountants, auditors and lawyers;
4. our insurers;
5. our members and other affiliated or related organisations; and
6. the Australian Sports Commission and the International Cycling Union.

In addition, CA may also disclose personal information:

1. with your express or implied consent;
2. when required or authorised by law;
3. to an enforcement body when reasonably necessary; or
4. to lessen or prevent a threat to an individual or public health or safety.

## **Direct marketing – our practice**

CA is committed to ethical e-marketing practices and opposes the use of SPAM as a marketing tool. Members of CA will be notified upon joining and renewal that they will receive CA's electronic newsletter, E-Cycle, and may also receive electronic communications from time to time from their local state branch or club.

Members may also be invited from time to time to 'opt in' to receive additional direct-marketing communications. All CA's direct marketing will include an unsubscribe link and will be clearly identified as coming from CA with contact details of the Privacy Officer.

Every person whose data is collected by CA has the option to refuse direct-marketing e-mail, SMS or posted offers from CA by making a request in writing to CA's Privacy Officer or making use of unsubscribe links in CA's communications. Information relating to the option to unsubscribe from those communications may be retained.

## **Health and other sensitive information**

CA is required by law to obtain consent in the collection of “sensitive” information. Sensitive information includes but is not limited to: health information and information that discloses race, ethnicity, political opinions, religious or philosophical beliefs or affiliations or details of criminal records.

CA will assume consent to the collection of all sensitive information provided to us for use in accordance with this Privacy Policy, unless told otherwise.

CA may use health information to ensure that programs we operate are run safely and in accordance with any special health needs our participants may have, and for insurance purposes. In addition, we may use de-identified health information and other sensitive information to carry out research, to prepare submissions to government or to plan events and activities.

## **Protecting personal information**

CA will not sell any personal information to any third parties.

CA will take reasonable steps to protect personal information that is otherwise disclosed to third parties from misuse, loss, unauthorised access, modification or disclosure, including requiring third parties to agree to comply with this Privacy Policy and with strict conditions governing how personal information is to be handled. However, CA is not liable for misuse, loss, unauthorised access, modification, disclosure or breach of privacy legislation by such third parties.

CA stores information in different ways, including in paper and electronic form. The security of personal information is important to CA. CA will take reasonable steps to protect personal information stored by CA from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures CA may use include confidentiality requirements of our employees, affiliated clubs and associations and service providers, security measures for system access and security measures for the CA website.

## **CA website**

When users visit the CA website, our systems may record certain information about their use of the site, including the web pages visited and the time and date of their visit. CA uses this information to help analyse and improve the performance of the CA website. In addition, we may use “cookies” on the CA website. Cookies are small text files that help a website to remember the preferences of users to improve the experience of using that website. Using cookies is standard practice for most large websites. In some cases, the cookies that we use may collect some personal information. We will treat this information in the same way as other personal information we collect. Users are free to disable cookies on their Internet browser to prevent this information being collected; however, they will lose the benefit of the enhanced experience that our cookies offer.

Websites linked to the CA website are not subject to CA's privacy standards, policies or procedures. CA cannot take any responsibility for the collection, use, disclosure or security of any personal information that you provide to a third party website

The CA website contains a link to its Facebook page and other online forums where contributors may provide their own details or opinions. CA takes no responsibility for information publicised in any public forums and accepts no association with the views expressed except where contribution to the topic has been provided by officials of CA in their official capacity. CA cautions users of these forums to carefully consider any views expressed on the forum.

## **Access to and correction of personal information**

CA will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately (our contact details are set out below) and we will take reasonable steps to ensure that it is corrected.

## **Resolving privacy issues and complaints**

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made to the CA Chief Executive Officer at this address:

Privacy Officer  
Cycling Australia  
PO Box 6310, ALEXANDRIA NSW 2015  
Email: [info@cycling.org.au](mailto:info@cycling.org.au)  
Phone: +61 2 9339 5800

For further information on CA's management of personal information, please contact CA. Further information on privacy generally can be found at [www.privacy.gov.au](http://www.privacy.gov.au) or via the privacy hotline on 1300 363 992. CA may amend this Privacy Policy from time to time and the most up-to-date version shall be posted at [www.cycling.org.au](http://www.cycling.org.au)

*Cycling Australia, September 2011*