



# PRIVACY POLICY

RESPONSIBILITY:	General Manager Corporate			
NEXT REVIEW DATE:	April 2023			
DOCUMENT REVISION HISTORY:				
Version no.	Approved	Date	By CEO	By BoM/Board
1	Draft	19/1/2017	25/1/2017	N/A
2	Draft - approved by lawyer	10/02/2017	10/2/2017	3/3/2017
2.1	Update	17/1/2019	30/1/2019	22/3/2019
3	Review	14/4/2021	14/4/2021	23/4/2021

## 1. Purpose

This Policy sets out how Commonwealth Games Australia Limited ACN 629 915 448 (**CGA, we, our, us**) handles personal information and acknowledges CGA's obligations under the Privacy Act 1988 (Cth) (**Privacy Act**).

CGA is an administrator and coordinator of various Australian sports programs, athletes and officials, relevant to the Commonwealth Games. In undertaking our activities and functions, CGA may collect, hold, use, disclose and otherwise handle personal information. In general terms, personal information is any information about you which identifies you or from which you are identifiable.

By providing CGA with your personal information, you acknowledge that CGA will handle your personal information as set out in this Policy.

You acknowledge that other CGA policies may apply instead of, or in addition to, this Policy in certain circumstances. Generally CGA will make this clear at or around the time of collecting the personal information.

## 2. Personal Information Obtained by CGA

CGA may collect personal information when:

- when you are an athlete who is a prospective or actual member of a sporting team that will attend a Commonwealth Games event as part of the Australian team or another sporting event associated with CGA;
- when you are a prospective or actual official who may attend a Commonwealth Games event as part of the Australian team or another sporting event associated with CGA;
- when you register to attend or otherwise attend a sporting, social, professional or other event associated with CGA or otherwise relevant to CGA's activities, such as a Commonwealth Games event or CGA President's dinner event;
- when you subscribe to receive updates about CGA and our activities;
- when you make an enquiry with us, or acquire products or services from us;
- when you or your employer engage in sponsorship and other business dealings with us;
- when you apply to, or do, work for us; and
- through other relevant dealings.

The personal information CGA collects will vary depending on the nature of the interaction with us. Generally, this will include your name, contact details, nature of your interactions with CGA, the services and goods we have provided to you, and your marketing preferences.

We may also collect other personal information, including sensitive information (such as health information or criminal history information) about you. For example, if you are applying for a position with CGA then the personal information we collect may include your resume, qualifications, skills, education provider and history, work history and residency status. Another example is where you are an athlete or official who may be selected for a Commonwealth Games team in which case we may collect a variety of information from you such as your age, gender, contact details, sport, clothing sizes, medical information, criminal history and/or working with children check. When we are provided with your sensitive information we assume that you consent to our collection and handling of that information unless you tell us otherwise at the time you provide it to us.

We may collect your personal information in a variety of ways, such as in person, by telephone, by email and by other electronic means (such as social media).

We generally collect your personal information directly from you, however, where this is not reasonable or practicable, we may collect your personal information indirectly from a public source or a third party. For example, sometimes we make collections from a National Sporting Organisation (NSO), the Australian Institute of Sport (AIS) or a State Institute/Academy of Sport (SIS/SAS), an athlete's coach, manager or representative, medical practitioners, a Commonwealth Games Organising Committee, the Australian Olympic Committee or Paralympics Australia.

If we are unable to collect the personal information we require, or the information provided is incorrect or incomplete, this may affect our ability to provide products or services to you.

If you provide us with personal information about another person you represent, and we collect it on the basis that, that person agrees to our collection and handling of their personal information in accordance with this Policy. You must notify us if you have not received this confirmation from that other person before providing us with their personal information.

### **3. Purposes for collection, use and disclosure**

We generally use, disclose and otherwise handle your personal information for the purposes for which we collected it (as described above) and for other related purposes that you would reasonably expect.

Generally, these purposes include responding to your enquiries, administering and coordinating sporting events and programs, arranging functions and events, handling payments and refunds, obtaining your feedback on CGA and sporting events relevant to CGA's activities, providing promotional material about CGA and sporting events relevant to CGA's activities, and for our general business operations (for example, maintenance of our business records, compliance with our legal and insurance obligations, for performance reporting, research, product development and planning and statistical purposes).

By providing us with your personal information, you agree that we may send you promotional communications about CGA and sporting or other events relevant to CGA's activities by post or by electronic means (including e-mail and SMS). You can opt-out of marketing and promotional communications at any time using an opt-out mechanism in one of our communications, or by contacting us on the details shown below.

CGA may need to disclose your personal information to certain third parties, such as our service providers or other third parties relevant to the product or service to be provided by CGA. For example:

- Affiliated sport partners of CGA and/or members of CGA (eg. AIS, SIS/SAS, member NSOs);
- The Australian Olympic Committee and/or Paralympics Australia;
- Athlete representatives (coach, manager, medical staff etc);
- Medical practitioners;
- ASADA/WADA;
- Commonwealth Games Federation and/or Games Organising Committees; and
- Government and law enforcement bodies as required by law.

Some of these third parties may be located overseas, for example in the United States of America or United Kingdom.

If we are considering selling our business, or any part of our operations or assets then, we may disclose your personal information to a purchaser (or potential purchaser) in connection with that process or sale.

Apart from the above instances, we may also use and disclose your personal information with your consent and as otherwise permitted by the privacy laws.

#### **4. Access**

Should you wish to access your personal information held by CGA or would like to edit any information previously provided, please contact CGA's Privacy Officer using the contact details listed below.

Generally, we will provide you with access, except in limited circumstances where the law permits us to deny access. No fee will be incurred for requesting access, but if your request for access is accepted we will inform you of the fee (if any) that will be payable for providing access if you proceed with your request.

It is important that your personal information is up to date and that you advise CGA as soon as practicable if any of your personal information is inaccurate so CGA can update its records.

In order to protect your personal information CGA may require identification from you before releasing or amending any information.

#### **5. Complaints**

If at any time you have a complaint against CGA in relation to this Policy, please contact CGA's Privacy Officer using the contact details listed below.

Complaints must be in writing. CGA will deal with complaints within a reasonable period of time having regard to the nature of the complaint, which generally will be within 30 days.

#### **6. Changes to this Policy**

CGA reserves the right to amend this Policy from time to time subject to organisational needs and/or changes in the law. You should review this Policy each time you visit our website or provide us with your personal information.

#### **7. Contact us**

If you have any queries about our handling of your personal information or if you would like to make a complaint or request, please contact us via the details below:

Attention: The Privacy Officer  
Commonwealth Games Australia Limited  
PO Box 586  
SOUTH MELBOURNE, VIC 3205

Email: [enquiries@commonwealthgames.com.au](mailto:enquiries@commonwealthgames.com.au)