



CAIRNS BASKETBALL INCORPORATED

PRIVACY POLICY

12 April 2022

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Privacy Policy

1 Introduction

- (a) While conducting Cairns Basketball Inc. (CBI) business, there are circumstances where CBI collects personal information. This privacy policy has been developed to ensure that such information is handled appropriately.
- (b) CBI is not bound by the *Privacy Act 1988* (Cth) (**Privacy Act**); however, CBI has committed to following the principles set out in the **Privacy Act** in relation to all personal information collect by CBI. Our commitment is demonstrated in this policy.
- (c) This privacy policy also incorporates our policy on managing credit information (see particularly clause 8 onwards).

1.2 Who does the privacy policy apply to?

- (a) This policy applies to any person for whom we currently hold, or may in the future collect, personal information.

1.3 What information does the privacy policy apply to?

- (a) This policy applies to personal information. In broad terms, 'personal information' is information or opinions relating to a particular individual who can be identified.
- (b) Information is not personal information where the information cannot be linked to an identifiable individual.

1.4 Commencement of Policy

- a) This Policy will commence on 15 April 2022. It replaces all earlier privacy policies (if any).

2 How do we manage the personal information we collect?

- (a) We manage the personal information we collect in numerous ways, such as by:
 - (i) implementing procedures for receiving and responding to complaints;
 - (ii) appropriately supervising staff who regularly handle personal information; and
 - (iii) having access to audit trails of information accessed.
- (b) Subject to our professional obligations, we will take reasonable steps to destroy or permanently de-identify personal information if that information is no longer needed for the purposes for which we are authorised to use it.
- (c) In limited circumstances, it may be possible for you to use a pseudonym or remain anonymous when dealing with CBI. If you wish to use a pseudonym or remain anonymous you should notify CBI when making first enquiries or providing initial instructions. We will use our best endeavours to deal with your request, subject to our professional obligations and ability to perform the service to you without using your name. In most cases, our professional obligations will require you to deal with us using your real name.
- (d) We are also subject to professional obligations that may affect how we deal with personal information.

3 What kinds of information do we collect and hold?

3.1 Personal information

We may collect and hold personal information about you, which may include:

- (a) sensitive information;
- (b) contact information;
- (c) financial information;
- (d) date and place of birth;
- (e) employment arrangements and history;
- (f) Payroll information including tax file numbers;
- (g) credit information;
- (h) banking details; and
- (i) any other personal information required to deliver basketball.

4 How and when do we collect personal information?

- (a) Our usual approach to collecting personal information is to collect it directly from you.
- (b) We may also collect personal information in other ways, which may include:
 - (i) through referrals from individuals, firms or other entities; and
 - (ii) through marketing and business development events.

5 How do we hold personal information?

- (a) Our usual approach to holding personal information includes:
 - (i) physically at our premises (securely). If the documents are to be disposed, they will be shredded prior to doing so; and
 - (ii) electronically:
 - (A) on secure online servers; and
 - (B) on our IT platforms.
- (b) In some circumstances, with your permission, we may store information electronically via a third-party data storage provider such as Basketball Connect.
- (c) We secure the personal information we hold in numerous ways, including:
 - (i) using security keys and access codes to access areas that contain personal information;
 - (ii) using secure servers to store personal information; and
 - (iii) using unique usernames, passwords and other protections on systems that can access personal information.

6 Why do we collect, hold, use or disclose personal information?

- (a) We take reasonable steps to use and disclose personal information for the primary purpose for which we collect it. The primary purpose for which information is collected varies, depending on the particular service being provided, but is generally to delivery basketball.
- (b) In the case of potential employees, the primary purpose the information is collected is to assess the individual's suitability for employment.
- (c) Personal information may also be used or disclosed by us for secondary purposes that are within your reasonable expectations and that are related to the primary purpose of collection.

- (d) For example, we may collect and use your personal information:
 - (i) to provide you with updates and alerts that are relevant to you or your business; and
 - (ii) to invite you to events.
- (e) We may disclose personal information to:
 - (i) government bodies (such as the Australian Taxation Office, Centrelink, and the Australian Securities and Investment Commission);
 - (ii) our external auditors;
 - (iii) our related entity, Basketball Queensland; and
 - (iv) our third-party software providers such as Basketball Connect (with your permission).
- (f) Otherwise, we will only disclose personal information to third parties if permitted by the Privacy Act or directly authorised by you.

7 Will we disclose personal information outside Australia?

We do not disclose personal information outside of Australia.

8 How do we manage your credit information?

8.1 What kinds of credit information may we collect?

- (a) In the course of providing basketball services to you, we may be required to collect certain information. We may also be compelled to act on behalf of third parties, including regulatory authorities to deal with credit information relating to you. We may be required to collect and hold the following kinds of credit information:
 - (i) your identification information;
 - (ii) information about any credit that has been provided to you;
 - (iii) your repayment history;
 - (iv) information about your overdue payments;
 - (v) if terms and conditions of your credit arrangements are varied;
 - (vi) if any court proceedings are initiated against you in relation to your credit activities;
 - (vii) information about any bankruptcy or debt agreements involving you;
 - (viii) any publicly available information about your credit worthiness; and
 - (ix) any information about you where you may have fraudulently or otherwise committed a serious credit infringement.
- (b) In some circumstances, we may collect credit information and personal information from credit reporting bodies (e.g. Veda or Dun & Bradstreet). The kinds of information we collect may include any of those kinds of information outlined in clauses 3.1 and 8.1 of this policy. We do not collect and hold credit information from credit reporting bodies unless it is incidentally collected in providing the basketball service to you.
- (c) We may also collect personal information that may affect your credit worthiness from other credit providers (e.g. banks) that collect that information from credit reporting bodies. The kinds of personal information we collect may include any of those kinds of personal information outlined in clause 3.1 of this policy.

8.2 How and when do we collect credit information?

- (a) In most cases, we will only collect credit information about you if you disclose it to us and it is relevant in providing you with basketball services.
- (b) In addition to those sources identified at clause 8.1, other sources we may collect credit information from include:
 - (i) government bodies (such as the Australian Taxation Office, Centrelink, and the Australian Securities and Investment Commission); and
 - (ii) other individuals, firms and entities via referrals.

8.3 How do we store and hold the credit information?

We store and hold credit information in the same manner as outlined in clause 5 of this policy.

8.4 Why do we collect the credit information?

- (a) Our usual purpose for collecting, holding, using and disclosing credit information about you is to enable us to provide you with the basketball service.
- (b) We may also collect the credit information:
 - (i) to process payments;
 - (ii) to assess eligibility for credit; and
 - (iii) for other purposes incidental to our services.

8.5 Overseas disclosure of the credit information

We will not disclose your credit information to entities without an Australian link unless you expressly request us to.

8.6 How can I access my credit information, correct errors or make a complaint?

You can access and correct your credit information or complain about a breach of your privacy in the manner set out in clause 9 of this policy.

9 How do you make complaints and access and correct your personal information or credit information?

It is important that the information we hold about you is up-to-date. You should contact us if your personal information changes.

9.1 Access to information and correcting personal information

- (a) You may request access to the personal information held by us or ask us for your personal information to be corrected by using the contact details in this clause.
- (b) We will grant you access to your personal information as soon as possible, subject to the request circumstances.
- (c) In keeping with our commitment to protect the privacy of personal information, we may not disclose personal information to you without proof of identity.
- (d) We may deny access to personal information if:
 - (i) the request is unreasonable;
 - (ii) providing access would have an unreasonable impact on the privacy of another person;
 - (iii) providing access would pose a serious and imminent threat to the life or health of any person;

- (iv) providing access would compromise our professional obligations; or
- (v) there are other legal grounds to deny the request.
- (e) We may charge a fee for reasonable costs incurred in responding to an access request. The fee (if any) will be disclosed prior to it being levied.
- (f) If the personal information we hold is not accurate, complete and up-to-date, we will take reasonable steps to correct it so that it is accurate, complete and up-to-date, where it is appropriate to do so.

9.2 Complaints

If you wish to complain about an interference with your privacy, then you must follow the following process:

- (a) The complaint must be firstly made to us in writing, using the contact details in this clause. We will have a reasonable time to respond to the complaint.
- (b) In the unlikely event the privacy issue cannot be resolved, you may take your complaint to the Office of the Australian Information Commissioner.

9.3 Who to contact?

A person may make a complaint or request to access or correct personal information about them held by us. Such a request must be made in writing to the following address:

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|--------------------------|--|
| Privacy Officer: | Graham Burns |
| Postal Address: | 289 Aumuller Street, Cairns QLD 4870 |
| Telephone number: | 07 4041 2145 |
| Email address: | gm@cairnsbasketball.com |

10 Changes to the policy

- (a) We may update, modify or remove this policy at any time without prior notice. Any changes to the privacy policy will be published on our website.
- (b) This policy is effective from 4 April 2022. If you have any comments on the policy, please contact the privacy officer with the contact details in clause 9.3 of this policy.

Privacy Policy

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