



# Manta Rays Swim Team (Inc.)

FOR CHILDREN WITH SPECIAL NEEDS

## PRIVACY POLICY

The protection of personal information is important to Manta Rays Swim Team Inc. (MRST). MRST is committed to respecting the right to privacy and the protection of personal information.

This document sets out:

- What personal and sensitive information MRST collects;
- How MRST collects personal and sensitive information;
- How MRST uses or discloses personal and sensitive information
- How individuals can access or seek correction of information held by MRST; and
- Who to contact regarding privacy issues and complaints.

By providing your personal information to MRST, you consent to its use, storage and disclosure in accordance with this Privacy Policy. This Policy provides for the way in MRST may collect, use, store and disclose information. Third party commercial entities and subsidiaries, whether owned or acting on behalf of MRST or an affiliate or not, may be subject to the same privacy laws and may be governed by their own privacy policies. MRST will always do its utmost to ensure that personal information is respected and protected.

## WHAT PERSONAL AND SENSITIVE INFORMATION DOES MRST COLLECT?

### Personal Information

Generally, personal information is information or an opinion (including information or an opinion forming part of a database) from which it is possible to determine someone's identity.

The information collected by a MRST about a particular person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth, gender, credit card details, driver licence number, passport number, insurance details, employment history, qualifications or communication history with MRST.

### Sensitive Information

If it is reasonably necessary in the circumstances, MRST may also collect sensitive information such as a person's medical history, nationality, their ethnic background or disabilities. MRST is required by law to obtain consent when collecting sensitive information. S MRST LSA will assume consent to the collection of all sensitive information that is provided to it for use in accordance with this Privacy Policy, unless told otherwise.

## HOW DOES MRST COLLECT PERSONAL AND SENSITIVE INFORMATION?

Information may be collected when you:

- provide details to MRST in an enrolment form, consent form, survey, feedback form or incident report;
- access the MRST website;
- contact MRST via email, telephone or mail or engage with MRST via social media;
- participate in any program, activity, competition or event run by MRST or an MRST Affiliate;
- are elected or appointed to the Board or the Parent Management Committee of MRST;
- apply for a volunteer position with MRST; or
- where MRST is required to do so by law (for child protection, Work health and safety laws, charitable collections, Good Samaritan, Medical Treatment or other legislation in Australia).

### **Providing information**

Depending on the circumstances, some types of information will be required and others might be optional. If you do not provide some or all of the information requested, this may affect MRST's ability to communicate with you or provide the requested services.

By not providing requested information, you may jeopardise your ability to participate in programs or apply for volunteer positions with MRST. If it is impracticable for MRST to deal with you as a result of you not providing the requested information or consents, MRST may refuse to do so.

### **Collection from third parties**

MRST may collect personal information regarding a child from the parent or other responsible person associated with that child.

In some circumstances, MRST collects information from other third parties. Examples of such third parties could include, without limitation, the KidSport team at the Department of Sport & Recreation, organisations or government and law enforcement bodies.

### **Information storage and protection**

MRST stores information in different ways, including in paper and electronic form. Security of personal information is important to MRST. MRST has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures MRST uses includes strict confidentiality requirements of our volunteers and service providers, as well as security measures for system access, and security measures for our website such as firewalls and system encryption.

## **HOW DOES MRST USE AND DISCLOSE PERSONAL AND SENSITIVE INFORMATION?**

### **Use**

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

- verify your identity;
- complete background checks;
- develop and run programs, activities and other events relating to a variety of MRST activities including but not limited to emergency management information, membership management, social events, police or other legal agencies for the purposes of medical treatment amongst others;
- respond to emergency situations involving or requiring medical treatment;
- keep you informed of news and information relating to various MRST events, activities and opportunities via various mediums.

MRST may use health information to ensure that programs we operate are run safely and in accordance with any special health needs participants may require. Health information may also be kept 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 other regulatory bodies, or to plan events and activities.

### **Disclosure**

MRST may disclose your personal information to a range of organisations which include, but are not limited to:

- organisations involved in emergency management;
- our professional advisers, including our accountants, auditors and lawyers;
- our insurers.

MRST will use its best endeavours to ensure such parties are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information in accordance with the Australian Privacy Principles.

### **Other disclosures**

In addition, MRST may also disclose personal information:

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

## **MRST website**

When users visit the MRST 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. MRST uses this information to help analyse and improve the performance of the MRST website.

In addition, we may use “cookies” on the MRST website. Cookies are small text files that help a website to remember the preferences of users to improve the experience of using that website. In some cases, the cookies that we use may collect some personal information. MRST will treat this information in the same way as other personal information we collect. You are free to disable cookies on your internet browser to prevent this information being collected; however, you may lose the benefit of an enhanced website experience that the use of cookies may offer.

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

## **ACCESSING AND SEEKING CORRECTION OF INFORMATION HELD BY MRST**

MRST 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. MRST also relies on volunteers to enter data and make their best endeavours to ensure data is accurately recorded.

Individuals may also request access to their personal information held by us by making a request via the contact details set out below. We will respond to your request for access within 14 days and endeavour to provide the requested information within 30 days. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will see 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 via email: [dmonts11@gmail.com](mailto:dmonts11@gmail.com)

For further information on MRST’s management of personal information, please contact MRST.

MRST may amend this Privacy Policy from time to time.