

KPSC Privacy Policy



- This Privacy Policy sets out how Knox Pymble Swim Club manages personal information provided to or collected by it.
- The Knox Pymble Swim Club is bound by the Australian Privacy Principles contained in the [Privacy Act 1988 \(Cth\)](#)
- Knox Pymble Swim Club may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the swim club's operations and practices and to make sure it remains appropriate to the changing swimming environment.

Personal Information Knox Pymble Swim Club members provide.

- Knox Pymble Swim Club will collect personal information held about an individual by way of forms filled out by parents or swimmers. On occasions, people other than parents or swimmers provide personal information.
- Personal Information provided by other people: In some circumstances the Knox Pymble Swim Club may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another swim club or swimming authority.

How will Knox Pymble Swim Club use the personal information provided by members?

- Knox Pymble Swim Club will use personal information it collects from members for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.
- Swimmers and Parents: In relation to personal information of swimmers and parents, Knox Pymble Swim Club primary purpose of collection is to enable the swim club to exercise its duty of care, and perform necessary associated administrative activities, which will enable swimmers to take part in all the activities of the swim club. This includes satisfying the needs of parents, the needs of the swimmers and the needs of the Knox Grammar School and Pymble Ladies College throughout the whole period the swimmer is active member at the swim club.
- The purposes for which the Knox Pymble Swim Club uses personal information of swimmers and parents include:
 - to keep parents informed about matters related to their swimmer's club swimming, through correspondence (mail chimp campaigns, email, social media)
 - day-to-day administration of the Knox Pymble Swim Club
 - looking after swimmers' physical, social and medical wellbeing where appropriate in consultation with Knox Grammar School and Pymble Ladies College coaching and Aquatic centre staff.
 - seeking donations and marketing for the club; and
 - to satisfy the club's and Knox Grammar School and Pymble Ladies College legal obligations and allow the club to discharge its duty of care.
- In some cases where the Knox Pymble Swim Club requests personal information about a swimmer or parent, if the information requested is not provided, the club may not be able to enrol or continue the enrolment of the swimmer or permit the swimmer to take part in a particular activity.

- Volunteers: The Knox Pymble Swim Club also obtains personal information about volunteers who assist the club in its functions or conduct associated activities, such camps, timekeeping, check starting, marshalling, and fundraising activities
- The Knox Pymble Swim Club may use online (swim central, mailchimp) or 'cloud' service (google drive) providers to store personal information and retained by our financial services provider which is an Australian Financial Institution. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's server which may be situated outside Australia.
- Former member information may be retained as a function of the books and records of the Knox Pymble Swim Club, alumni and marketing.

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How does the Club treat sensitive information?

- In referring to 'sensitive information', the Knox Pymble Swim Club means: information relating to personal information; health information and biometric information about an individual.
- Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

- The Knox Pymble Swim Club's committee are required to respect the confidentiality of swimmers' and parents' personal information and the privacy of individuals.
- The Knox Pymble Swim Club refers to Swimming Australia, Knox Grammar School and Pymble Ladies College policies to protect the personal information the club holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Access and correction of personal information

- Under the [Privacy Act 1988 \(Cth\)](#) an individual has the right to seek and obtain access to any personal information which the club holds about them and to advise the club of any perceived inaccuracy. There are some exceptions to this right set out in the Act.
- Swimmers will generally be able to access and update their personal information through their Parents, but older students may seek access and correction themselves.
- There are some exceptions to these rights set out in the applicable legislation.
- To make a request to access or to update any personal information the club holds about the swimmer, please contact the Knox Pymble Swim Club Secretary, KPSC secretary kpsclub.secretary@gmail.com in writing.
- The Knox Pymble Swim Club may require members to verify their identity and specify what information they require. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.