



CSSA PRIVACY POLICY

This Policy outlines the way in which the Christian Schools Sports Association (CSSA) manages personal information. This policy does not apply in respect of employee records of CSSA employees.

The kind of information we collect

The general type of information we may collect and hold, includes personal information about:

- staff at member schools;
- students enrolled at member schools and their parents;
- job applicants, staff, consultants and other contractors; and
- other people who come into contact with CSSA.

In general, the personal information we collect and hold includes the name of the individual and the school with which they are associated. It may include contact details, and other matters which is relevant for the purpose for which it was collected. It can also include sensitive information such as health information.

How we collect and hold your Personal Information

We will generally collect personal information:

- from you directly when you provide your details to us;
- from member schools;
- from students and parents

We take reasonable steps to protect the security of personal information. Our staff are required to protect the confidentiality of personal information and the privacy of individuals. We also take reasonable steps to protect personal information held by us from misuse and loss and from unauthorised access, modification and disclosure. This includes restricting access to electronic records and use of physical security for hard copy records.

When we no longer require your personal information, we will take reasonable steps to destroy it.

Why we collect, hold, use and disclose personal information

In general, we collect, hold, use and disclose personal information as is necessary:

- to conduct our sporting events and associated activities;

To whom we disclose personal information

We may disclose personal information, including sensitive information to:

- member schools;
- organisations or people who assist us in our activities; and
- courts, tribunals and regulatory authorities.

Permission to Publish

Publishing student information:

- CSSA may publish or disclose information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community.
- This information may include your child's name, age, information collected during this event such as photographs, sound & visual recordings of your child.
- The communications in which your child's information may be published or disclosed include but are not limited to:
 - CSSA website, CSSA Newsletter, CSSA App, CSSA Social media accounts, local and metropolitan newspapers and magazines and other media outlets.

Parents should be aware that when information is published on public websites and social media channels it can be linked to by third parties and may be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.

Disclosure of information overseas

We do not disclose any information to overseas agencies/organisations.

Access to your personal information

You can update your personal information at anytime by contacting CSSA on 0418 685 898. We will require you to verify your identity and specify what information you seek. We may refuse to provide your personal information, if we believe this appropriate and such refusal is authorised under the Australian Privacy Principles.

Making privacy complaints

If you have any questions about privacy related or wish to complain about a breach of the Australian Privacy Principles or the handling of your information, please contact the EO. We may ask you to lodge your complaint in writing. Any complaint will be investigated and you will be notified of the making of a decision in relation to the complaint as soon as possible and in any event within 30 days.

If we are unable to satisfactorily resolve your concerns about our handling of your personal information, you can contact:

Australian Information Commission
GPO Box 5218
SYDNEY NSW 2001

Revision of Policy

This policy may be reviewed and revised from time to time to take into account changes in our practices and changes in legislative requirements.