

Privacy at the Australian Sports Commission

The ASC is subject to the provisions of the [Privacy Act 1988](#). The *Privacy Act 1988* requires the Commission to observe a number of obligations regarding the collection, use and security of personal information. These obligations are generally set out in the *Information Privacy Principles* described in [section 14](#) of the Act.

What is Personal Information?

Personal Information is defined as information or an opinion, whether or not it is true, about a person whose identity is apparent, or can reasonably be ascertained, from the information.

Examples of personal information kept at the ASC:

- Personnel files kept by Human Resources;
- Databases of accredited coaches and officials;
- Expert database available on the intranet.

What are the Information Privacy Principles (IPPs)?

The IPP's are guidelines covering the collection, use, storage, access and disclosure of personal information.

There are 11 IPPs and the ASC must abide by all of them. Below is a summary of each IPP.

Principle 1 Manner and purpose of collecting of personal information

Personal Information must only be collected for lawful purposes that are directly related to the function or activity of the ASC. It must be collected by lawful and fair means.

Principle 2 Requesting personal information from somebody

Where a person is asked to provide personal information they should be made aware of the purpose for collecting the information and to whom the information might be given. If the collection of the information is authorized or required by law, the person should also be told that.

Principle 3 Obtaining personal information generally

Whenever the ASC requests personal information it must take reasonable steps to ensure that the information is relevant, up to date and complete. The ASC must also make sure that the collection is not an unreasonable intrusion into a person's affairs.

Principle 4 Storage and security of personal information

The ASC must ensure that personal information is properly stored and secured.

Principle 5 Disclosure of personal information that is kept

The ASC must maintain a record of the nature of personal information it holds. This must identify the:

- purpose for which the information is kept;
- class of people about whom information is kept;
- people entitled to have access to the information; and
- who to contact to obtain access to the information.

Principle 6 Access to personal information

A person is entitled to have access to a record containing personal information about them, except where a Commonwealth law has the effect of denying them access.

Principle 7 Alteration of records containing personal information

The ASC must take reasonable steps to ensure that records containing personal information are accurate and that it is relevant, up to date and complete having regard to the purpose for which the information is kept and that it is directly related to that purpose.

If a person asks for a record to be amended and the ASC determines not to amend it, the person is entitled to prepare a statement setting out the correction they requested and the ASC must take reasonable steps to attach it to the record.

Principle 8 Checking accuracy of personal information before use

The ASC must take reasonable steps to ensure that personal information is accurate before using it.

Principle 9 Personal information to be used for relevant purposes

Personal information can only be used for a purpose to which the information is relevant.

Principle 10 Limits on the use of personal information

Personal information obtained for a particular purpose cannot be used for another purpose unless:

- the person consents;
- it is reasonably necessary to use the information to prevent or lessen a serious and imminent threat to the life of a person;
- use of the information for the other purpose is required or authorized by law;
- it is reasonably necessary to use the information for enforcement of the criminal law or a law imposing a monetary penalty or for the protection of public revenue;
- the purpose for which the information is used is directly related to the purpose for which it was obtained.

Principle 11 Limits on disclosure of personal information

The ASC cannot disclose personal information to a person or agency (other than the person the information relates to) unless:

- the person that the information relates to is reasonably likely to be aware that information of that kind is usually passed onto that person or agency;
- the person that the information relates to has consented;
- it is reasonably necessary to use the information to prevent or lessen a serious and imminent threat to the life of a person;
- use of the information for the other purpose is required or authorized by law;
- it is reasonably necessary to use the information for enforcement of the criminal law or a law imposing a monetary penalty or for the protection of public revenue.

Who can I contact?

Privacy issues can be directed to the ASC Privacy contact officer by email privacy@ausport.gov.au).