

GYMNASTICS FEDERATION OF FIJI

PRIVACY POLICY

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| Policy Name: | PRIVACY POLICY |
| Date of Approval: | 3rd April 2016 |
| Policy Coverage: | Business |
| Date of Review: | April 2018 |

1. INTRODUCTION

The Gymnastics Federation of Fiji (GFF) is committed to providing members with the highest levels of membership service. This includes protecting members' privacy. GGF understands that privacy & proper handling of personal information is important to its members and our private policies are based on respect for international standards of information privacy protection.

This document sets out how GFF may collect, hold and use personal information. By providing your personal information to GFF, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

2. WHAT IS PERSONAL INFORMATION?

"Personal information" is information or an opinion (including information forming part of a database), whether true or not, and whether recorded in material form or not, about an individual whose identity is reasonably apparent, or can be reasonably ascertained, from the information or opinion.

GFF collects personal information in order to properly and efficiently carry out its functions, including to provide you requested products and services, and to facilitate the provision of marketing and promotion services that may be of interest to you.

GFF uses personal information only for the purposes for which it was provided and for directly related purposes (unless otherwise required by or authorised under law). We may state a more specific purpose at the point we collect your information.

If you do not provide us with the information that we request, we may not be able to provide you with our products or services.

3. WHAT PERSONAL INFORMATION DOES GFF COLLECT?

The information collected by GFF 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's licence number, passport number, insurance details, employment history, police checks, qualifications or communication history with GFF.

3.1 Sensitive Information

If it is reasonably necessary in the circumstances, GA may also collect sensitive information (which is a type of personal information) such as your medical history, nationality or disability backgrounds. Sensitive information is afforded a higher level of privacy protection than other personal information. Where you provide sensitive information to GFF, you also provide consent to GFF collecting it in accordance with this Privacy Policy, unless you tell us otherwise.

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4. HOW GFF COLLECTS PERSONAL INFORMATION

To deliver and enhance the services offered by Gymnastics Australia, certain personal information is collected. GFF collects personal information from individuals when an individual:

- registers an affiliated club
- registers to become an affiliated athlete or an affiliated coach or official
- joins a club and their details are entered into GFF 's national database
- participates in any program, activity, education course, competition or event run by GFF or a GFF affiliate
- purchases merchandise, event tickets, products or services from GFF or a GFF affiliate
- requests information from GFF, or contacts GFF via email, telephone or mail or engages with GFF via social media
- participates in a GFF survey
- accesses the GFF website
- is elected or appointed to the Board or a committee of GFF; or
- applies for employment or a committee or volunteer position with GFF or a GFF Affiliate.

Personal information may also be collected where GFF is required to do so by law (for education, child protection, work health and safety laws, charitable collections, medical treatment or other legislation in Fiji).

4.1 Providing Information

If you do not provide some or all of the information that we request from you, this may affect GFF 's ability to communicate with you or provide the requested products or services.

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

4.2 Collection from third parties

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

In some circumstances, GFF collects information from GFF Affiliates or other third parties.

Examples of such third parties could include, without limitation, the Fiji National Sports Commission, Oceania Regional Anti-Doping Organisation (ORADO), the Fiji Sports Council, international gymnastic associations, non-affiliated gymnastics organisations or government and law enforcement bodies as required by law.

4.3 Information storage and protection

The Gymnastics Federation of Fiji stores personal information on a computer database. The personal information may be held in both paper file and computer file form. GFF has implemented measures of a reasonable nature to ensure that all personal information is securely stored from misuse, loss and unauthorised handling.

Much of the information we collect from and about our members is added to GFF 's membership database. When your information is entered into GFF's membership database, the information may be combined or linked with other information held about you.

Security of personal information is important to GFF. GFF has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures GFF uses includes strict confidentiality requirements of our employees, volunteers, GFF Affiliates and service providers, security measures for system access and security measures for our website.

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5. HOW GFF USES PERSONAL INFORMATION

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

1. Verify your identity;
2. Complete background checks;
3. Research, develop, run, administer and market competitions, education courses, programs, activities and other events relating to gymnastics;
4. Research, develop and market products, services, merchandise and special offers made available by us and third parties;
5. Respond to emergency situations involving or requiring medical treatment;
6. Administer, manage and provide you with registration and access to GFF's website;
7. Keep you informed of news and information relating to various gymnastics events, activities and opportunities via various mediums;
8. Internal accounting and administration; and
9. Regulatory reporting and compliance.

GFF may use health information to ensure that programs or tours 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 to plan events and activities.

If GFF sends any information about services or products that is not required, or that you do not want disclosed to any other organisation (including related organisations), you can advise GFF accordingly by writing to GFF's Membership Administrator.

6. WHEN WE DISCLOSE PERSONAL INFORMATION

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

1. GFF Affiliates and other organisations involved in gymnastics programs in Fiji;
2. companies we engage to carry out functions and activities on GFF 's behalf, including direct marketing;
3. our professional advisers, including our accountants, auditors and lawyers;
4. our insurers;
5. relevant sporting bodies such as the Federation Internationale de Gymnastique (FIG), Fiji National Sports Commission, Oceania Regional Anti-Doping Organisation (ORADO), various other National Gymnastics bodies, various National and district sporting bodies, competition/event management companies, Federal and district Departments of Sport amongst others; and
6. in other circumstances permitted by law.

In some circumstances personal information may also be disclosed outside of Fiji, for example, information disclosed to the FIG or International Gymnast magazine. In such circumstances, GFF will use our 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 that are suitably similar to the international standards of information privacy protection.

When you provide GFF with personal information about other individuals, GFF relies on you to make the individual aware that the information has been provided to GFF and for what purpose and to whom it may be disclosed and also how they can access their information. This is extremely important for Club owners providing the personal information of their members in GFF's national database.

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6.1 Direct marketing

We will use non-sensitive personal information to provide better services and for marketing purposes (including disclosure of such information to service providers).

If you do not wish to receive e-mail, SMS or posted offers from GFF, you may opt-out by using the link provided. Alternatively, you may advise us at any time by contacting GFF via the contact details set out in this policy.

6.2 Other disclosures

In addition, GFF may also disclose personal information:

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

6.3 GFF 's website

When you visit the GFF website, our systems may record certain information about your use of the site, including the web pages visited and the time and date of visit. GFF uses this information to help analyse and improve the performance of our website.

In addition we may use “cookies” on GFF's website. Cookies are small text files that assist our website retain user preferences to improve the experience of using our website. In some cases, the cookies that we use may collect some personal information. GFF 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 will lose the benefit of the enhanced website experience that the use of cookies may offer.

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

7. ACCURACY OF PERSONAL INFORMATION

GFF takes reasonable steps to ensure that whenever personal information is collected or disclosed, it is accurate, complete and up to date.

8. ACCESS TO PERSONAL INFORMATION

You have a right to access your personal information, subject to some exceptions allowed by law. You can gain access to your personal information by contacting The Gymnastics Federation of Fiji as set out below. You may also advise GFF at any time about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed.

We will take reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly.

We encourage you to regularly review and update your personal information. We will respond to your request for access within a reasonable period. 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 correct it.

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9. 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 to GFF as follows:

Email: fijigymnastics@gmail.com

We will respond to your complaint within a reasonable period, and try to resolve your complaint for you.

10. CHANGES TO THE POLICY

Changes may be made to this policy from time to time and will be updated in the official GFF policy register and circulated to the relevant parties.

In addition, The Gymnastics Federation of Fiji is committed to ensuring all policies are up-to-date and reflect current practices. The latest review date is recorded at the beginning of each policy.