



ANU Sport and Recreation Association Inc.
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ANU SPORT PRIVACY STATEMENT

ANU Sport is committed to protecting the privacy of personal information which the organization collects, holds and administers, and complies with the *Privacy Act 1988* (Cth), which governs the way private sector organisations collect, use, keep secure and disclose personal information. Personal information is information which directly or indirectly identifies a person.

You do not need to identify yourself when you deal with ANU Sport (e.g. when enquiring about membership) but there are certain situations where ANU Sport will only deal with persons who identify themselves (e.g. providing fitness and other ANU Sport services). ANU Sport collects personal information for purposes which are directly related to its functions and activities.

Collection of your personal information

Personal information that is necessary for ANU Sport to provide its products and services to you includes (but is not limited to) the following:

- a) your contact information such as full name (first and last), e-mail address, current physical address, postal address (if different to physical address) and phone numbers;
- b) your date of birth;
- c) gender;
- d) proof of your identity (including, but not limited to, driver's licence, passport, birth certificate, valid ANU student card);
- e) any sensitive personal information necessary for ANU Sport to deliver its services;
- f) emergency contact details;
- g) whether you participated in any activity or event organised by or under the auspices of ANU Sport;
- h) photographs or video footage taken at ANU Sport premises, which may include you;
- i) your opinions, statements and endorsements collected personally or via surveys and questionnaires, including but not limited to your views on the products and services offered by ANU Sport; and
- j) if you are requesting products or services from ANU Sport, or ANU Sport is purchasing goods or services from you, then any relevant payment or billing information (including but not limited to bank account details, credit card details, billing address, repayment information and invoice details).

ANU Sport will collect your personal information directly from you. If ANU Sport collects details about you from someone else, ANU Sport will, whenever reasonably possible, make you aware that this has been done and the reason for it.

Sensitive Information

Sensitive information is a subset of personal information. It means information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political organisation, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, criminal record, health information about an individual, genetic information, and biometric information that is to be used for the purpose of automated biometric verification or biometric identification or biometric templates.

In general, ANU Sport attempts to limit the collection of sensitive information which may be collected, but depending how you use ANU Sport's products and services, this may not always be possible and sensitive information may be collected from you in order to carry out the services provided to you. The type of sensitive information collected from you or recorded about you is dependent on the services provided to you by ANU Sport and will be limited to the purpose(s) for which it is collected.

ANU Sport does not collect certain types of sensitive information nor use sensitive information to send you Direct Marketing Communications without your consent. The main type of sensitive information that ANU Sport may collect (if any) will usually relate to:

- a) your health or medical information;
- b) your family health and medical history;
- c) your current or previous membership of a health and fitness facility (if any); and/or
- d) biometric identification, such as finger print scans of ANU Sport staff.

Use, disclosure and security of your personal information

ANU Sport will only use or disclose your personal information for the primary purposes for which it was collected. ANU Sport secures your personal information from unauthorised access, use or disclosure, including on computer servers in a controlled, secure environment, protected from unauthorised access, use or disclosure. When personal information such as a credit card number is transmitted to other websites, it is protected through the use of encryption.

If you use the ANU Sport website or mobile app, "cookies" and "web beacons" may be used to monitor traffic patterns and to serve you more efficiently if you revisit the website / mobile app. A cookie or web beacon does not identify you personally but may identify your internet service provider, computer or mobile device. You can set your browser or mobile device to notify you when you receive a cookie or web beacon and this will provide you with an opportunity to either accept or reject it in each instance.

The types of organisations to which we may disclose your personal information

ANU Sport may disclose your personal information to other organisations, including but not limited to our professional advisors such as accountants, solicitors and auditors, or other contractors or companies who assist in providing ANU Sport products and services to you.

Photographs and Closed Circuit Television

ANU Sport uses closed circuit televisions (CCTV) at certain locations throughout our premises (e.g. entry and exit) and surrounding areas. The CCTV is integral to our security system and CCTV images are stored for a maximum “retention period” of 28 days (unless an incident is identified, in which case the images are saved and retained for a period as required for the issue to be resolved).

Photographs may be taken of you attending ANU Sport premises, and these may be used for marketing and advertising purposes. Unless you advise otherwise, it is taken that you agree and consent to the use of any photographs, which may include you, for the aforementioned purposes, without compensation.

Direct Marketing

You expressly consent to ANU Sport using your personal information, including any email address you give to ANU Sport, to provide you with information and to tell you about ANU Sport products, services or events or any other direct marketing activity (including third party products, services, and events) which are considered to be of possible interest to you.

If at any time, you do not wish to receive any further Direct Marketing Communications from ANU Sport, you may ask not to be sent further information about products and services and not to disclose your information to other organisations for that purpose. You may do this at any time by using the “unsubscribe” facility included in the email or by contacting ANU Sport via the details set out at the end of this document.

Access and Correction

You can request access to, and correction of, the personal information that ANU Sport holds about you. Please mark your enquiry to the attention of the Chief Executive Officer of ANU Sport. You can contact us via:

Online enquiry:	Please use <i>Feedback and General Enquiries Form</i>
Telephone:	+61 (0) 2 6125 2273
In Person:	Visit our Customer Service counter
Post:	ANU Sport and Recreation Association Inc. The Australian National University 19 North Road Acton ACT 2601

The information provided in this document is of general nature and is not intended as legal advice. For further information regarding the Australian Privacy Principles, please contact the Office of the Australian Information Commissioner at enquiries@oaic.gov.au