

PRIVACY & COMMUNICATIONS POLICY

This document sets out Little Athletics Queensland's policies on management and use of personal information. In this policy, "we," "us" and "our" refer to Little Athletics Queensland (LAQ), Centres refers to Centres affiliated with LAQ, and "you" and "your" refer to individuals from whom we might collect personal information. LAQ from time to time may update this policy as deemed appropriate.

Our policy governs our collection, storage, use and disclosure of personal information. We outline our policy in each of those areas below.

COLLECTION

We generally collect the following kinds of personal information, for the following purposes, in the course of our operations:

- The names and contact details of affiliated Centres;
- The names and contact details of the members of Centres, so that we can keep a register of, and maintain contact with, those members;
- The names and contact details of coaches, officials and volunteers;
- Records of injuries to, and the medical conditions of, athletes and of the treatment provided to athletes and their attendance at athletics clinics and camps;
- Names and contact details of sponsors, corporates and suppliers for marketing purposes;
- Where possible, we collect that information from the individual concerned. At the time we collect information, we try to advise the individual of the relevant purpose and obtain the individuals consent.
- Whether we collect personal information from an individual or from elsewhere, and whether or not we obtain written consent, we always deal with that information in accordance with this policy.

PERSONAL INFORMATION AND OUR WEB SITE

In addition to information entered into our web site, the site automatically collects information. We may from time to time collect this information relating to use of our web site, such as the pages are requested and accessed and which browser software maybe being used. This information enables us to identify the areas of the site, which are popular and tailor the site accordingly. This feature allows us to make our site more useful by appearing to remember information about a user during and between visits.

STORAGE

We take steps to make sure personal information is stored securely. Those steps include storing paper records in a physically secure place and using appropriate access controls in relation to our information systems.

USE

We use information outlined above for the purposes set out in this policy. We also analyse information from time to time, in order to improve our products and services. The analysis is performed on aggregated information, not information relating to specific individuals.

We may also use certain information from time to time, where lawful to do so, to communicate with members and potential members about LAQ products or service offerings in which they may be interested.

We may forward Centre and member information to a third party associated with LAQ for the purpose of marketing the third parties products or services.

However, each time we, or a third party associated with LAQ, contact a customer in this way, we ask whether they wish not to receive any further such communications. If a customer advises us that they do not wish to receive communications of that nature, we comply with that request.

ELECTRONIC COMMUNICATION

LAQ collects and maintains email addresses for the purpose of communicating with Centres and members in a convenient, direct and economical way. Collection and maintenance of the email addresses is carried out by the Administration Assistant under the direction of the Operations Manager and Chief Executive Officer.

LAQ staff are permitted to access and use the email address lists in order to communicate to Centres and members to promote and further the aims of LAQ. Proper use of the email address list includes:

- Promoting upcoming competitions, events and activities;
- Providing notice of meetings and functions;
- Disseminating relevant information, policies and procedures;
- Requesting information or action from LAQ Committees, Centres or members;
- Broadcasting decisions made at meetings and forums;
- Promoting LAQ sponsors or LAQ sponsors products.

When sending emails to multiple addresses, the BCC function must be used to restrict the ability of other recipients to obtain the email addresses of other Centre contacts on the list.

Improper use of email, websites or social media including disseminating disparaging, defamatory, insulting or inappropriate material is a violation of this policy.

DISCLOSURE

We may disclose personal information in the following ways:

- We disclose personal information when we are legally required to do so;
- We disclose personal information to others when they carry out tasks for us, which are necessary to achieve the above purposes;
- We disclose personal information to third parties associated with LAQ in accordance with this policy.