

CATHOLIC SCHOOLS OFFICE LISMORE

SPORT PRIVACY DOCUMENT

Catholic Schools Office Lismore (CSO) feels strongly about protecting privacy and is committed to upholding the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth). This Document (in conjunction with the [CSO Privacy Policy](#)) sets out how we manage your and your child's personal information and how we protect your and your child's privacy in relation to sporting activities.

1. Definitions

For the purpose of this Privacy Document:

- a) "We", "our" and "us" means CSO Lismore; and
- b) "personal information" has the same meaning as defined in the *Privacy Act 1988* and as per the [CSO Privacy Policy](#), generally means any information about you or your child that identifies you or your child or from which your or your child's identity can be reasonably determined.

2. Why do we collect personal information?

We carry out activities and provide services and programs in the Lismore Diocese and within New South Wales for or related to the purposes of staging sporting events including selection trials and assisting in setting up representative sporting pathways for student athletes. We collect personal information from you and your child when it is reasonably necessary to enable us to carry out these activities, services and programs and for secondary purposes for which you reasonably expect us to use or disclose your or your child's personal information.

Reasons we collect personal information include:

- Staging sporting events including selection trials involving Lismore Diocese students;
- Ensuring the parents and guardians of the Lismore Diocese students participating in the sporting events are aware of the events;
- Administering athletic pathways for student athletes to progress and earn selection in representative sports teams;
- Effectively communicating with you and your child including in relation to the management of sporting events including selection trials;
- Keeping supporters informed as to our activities for example, by way of newsletters, emails and social media;
- Developing or evaluating our activities, services and programs to better achieve our purposes;
- Managing our business, including our websites; and
- Complying with our legal obligations.

3. What kinds of personal information do we collect?

The type of information we may collect and hold varies depending on the purpose for which it is collected. We may collect personal information like your or your child's name, title, address, email address, date of birth, gender, occupation, contact details, payment details, school and educational information, relevant health and medical information, as well as your or your child's participation in previous activities and sporting programs.

The type of information we collect might also depend on your relationship to us. Possible relationships include:

- a) Athletes: as a participant in one of our activities we may need to collect your name and contact details and other information relevant to the staging of sporting events and selection trials.

- b) Parents of athletes: as a parent of a participant in one of our activities we may need to collect your name and contact details and other information relevant to the staging of sporting events and selection trials.
- c) Employees and volunteers: as our employee or volunteer for us, we may need to collect your name and contact details, bank account and taxation details, qualifications, previous experience and emergency contact details.

4. How do we collect your or your child's personal information?

We collect information from you in different ways. The usual procedure is when you provide your or your child's personal information directly to us. For example, you might:

- fill out a form or complete a form on our website;
- send us an email; or
- register yourself or your child for one of our selection trials or other sporting events.

In most cases, we require you or your child to consent to any collection, use or disclosure of your or your child's personal information by us. Your consent may be explicit, and could be provided in writing or verbally, or may be implied by conduct.

We will assume that you have read and agree to the terms of this Privacy Document/[CSO Privacy Policy](#) unless you inform or your child informs us of any specific objections in writing.

5. How do we handle your or your child's personal information?

Storage

The personal information we hold may be stored in a variety of media, including:

- written correspondence to us;
- audio and/or visual data; and
- documents and information, including electronic information, you provide to us in connection with your or your child's attendance at a sporting event including a selection trial or as a participant in one of our activities, services and programs.

We may keep copies of the above material (in physical or electronic form, at our sole discretion) as is necessary or convenient to carry out our functions and activities.

6. Contact Us

If you need to contact us for any reason in relation to this Privacy Document/[CSO Privacy Policy](#) or your or your child's personal information (whether it be if you need to update that information, access that information, ask a question about how we handle that information or make a comment about this Privacy Document/[CSO Privacy Policy](#) you can contact us via the methods set out below.

Address: CATHOLIC SCHOOLS OFFICE LISMORE

3 Dawson Street, Lismore NSW 2480

Phone: 0418 643 476

Email: john.cocciola@lism.catholic.edu.au

7. Changes to this Privacy Document

This Privacy Document was last updated on: 7/8/2019

If this Privacy Document or the [CSO Privacy Policy](#) changes, the revised Privacy Document and the [CSO Privacy Policy](#) will be posted on our website. Please check back periodically, and especially before you or your child provide any personal information. Your or your child's continued use of the website or your or your child's participation at any sporting events including selection trials following any amendments to this Privacy Document/[CSO Privacy Policy](#) constitutes acceptance of any such amendments.