



QUEENSLAND WEIGHTLIFTING ASSOCIATION

This Policy is made by the Queensland Weightlifting Association (QWA) under Clause 26 of the QWA Constitution.

It is binding on QWA and all members of QWA.

Approved by the QWA Committee on 29/03/2019

1. INTRODUCTION

Queensland Weightlifting Association (QWA) is committed to providing members with the highest levels of membership service. This includes protecting members' privacy. QWA is bound by the Commonwealth Privacy Act 1988, which sets out a number of principles concerning the protection of an individual's personal information.

The aim of these laws is to ensure that organisation's handle personal information responsibly and provide a consistent approach to its collection, use and disclosure. These laws also give the individual rights such as access to their personal information and the ability to correct it, if needed.

2. QWA'S PRIVACY STATEMENT

QWA's Privacy Statement contains the following important information. The Privacy Act requires QWA to communicate to all members, regarding the use of personal information:

- What is personal information?
- How QWA collects personal information
- How QWA uses personal information
- When QWA discloses personal information
- Storage and security of personal information
- Accuracy of personal information
- Access to personal information

3. WHAT IS PERSONAL INFORMATION?

Personal information is information about an individual who can be identified, or whose identity could be reasonably ascertained from the information.

4. HOW QWA COLLECTS PERSONAL INFORMATION

To deliver and enhance the services offered by Queensland Weightlifting Association, certain personal information is collected. Queensland Weightlifting Association collects personal information from individuals when:

- The individual registers a member club
- The individual registers to become an individual member
- The individual registers to become a referee or official member
- The member enters in a Queensland Weightlifting Association event or participation program
- The individual participates in a Queensland Weightlifting Association course
- The individual purchases merchandise from the QWA
- The individual requests information from the QWA

- The individual provides information to the QWA Committee
- The individual participates in a QWA survey

5. HOW QWA USES PERSONAL INFORMATION

QWA will only collect personal information that is necessary for QWA to carry out the primary purpose of providing services relating to: membership, education, events, and merchandise. Personal information may be used in order to:

- Provide the services required
- Internal accounting and administration
- Regulatory reporting and compliance
- Helping QWA to inform and identify other products or services that may be of benefit

If the QWA send any information about services or products that is not required, or the member does not want personal information disclosed to any other organisation (including related organisations) members can advise QWA accordingly by writing to the QWA CEO via Australia (Mailing address: Sleeman Complex, Tilley Road, Chandler QLD 4155, Australia OR email qwa@qwa.org).

If the member does not advise QWA otherwise, the member confirms agreement on their own behalf and/or on behalf of others that they represent.

If the member chooses not to provide personal information, QWA may not be able to provide the services required.

6. WHEN QWA DISCLOSES PERSONAL INFORMATION

QWA discloses personal information to other organisations that is necessary to assist in providing services. The organisations include:

- Outsourced service providers who manage the services provided to members, including: Insurance, Education Services (ASC)
- Professional advisors, including accountants, auditors and lawyers
- Government and regulatory authorities and other organisations, as required or authorised by law QWA limits the use and disclosure of any personal information to such organisations for the specific purpose for which it is supplied.

QWA limits the use and disclosure of any personal information to such organisations for the specific purpose for which it is supplied. When the member provides QWA with personal information about other individuals, QWA relies on the member to make the individual aware that the information has been provided to QWA 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.

7. STORAGE AND SECURITY OF PERSONAL INFORMATION

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

8. ACCURACY OF PERSONAL INFORMATION

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

9. ACCESS TO PERSONAL INFORMATION

The member has a right to access their personal information, subject to some exceptions allowed by law. The member can gain access to their personal information by contacting Queensland Weightlifting Association. The member may also advise QWA at any time about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed.

Related Policies

- [The Constitution of Queensland Weightlifting](#)
- [Member Protection Policy](#)
- [Social Media Policy](#)

Document Control

Policy Owner	Deb Keelan
Revision	
Date	29/03/2019
Review Date	
Status	Approved
Policy Author	Rawena Tairi
Policy Approver	QWA Committee
Email	qwa@qwa.org

Revision	Description	Policy Author