

# BALLARAT ASSOCIATED SCHOOLS

## PRIVACY POLICY



*This Privacy Policy applies to Ballarat Associated Schools (BAS). The Policy sets out how BAS manages personal and sensitive information provided to or collected by it.*

In dealing with personal and sensitive information about individuals, BAS is bound by the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth).

BAS may, from time to time, review and update this Privacy Policy to take account of new laws and technology and changes to BAS operations and practices.

Ballarat Associated Schools respect your privacy and is committed to protecting your personal information.

*This statement is provided to inform you as to how BAS collects, uses and discloses the personal information you provide and what BAS expects of you in this regard.*

Personal information is essentially any information or opinion that can identify a person (e.g. a name and address).

BAS collects personal information in order to provide its various services. These includes coordination of interschool sporting events, Sports Skills Programs, referral to relevant pathways and Representative teams.

For further information regarding BAS services please contact BAS.

BAS has a duty to maintain the confidentiality of its client's affairs, which includes their personal information. Our duty of confidentiality applies except where disclosure of your personal information is with your consent or required by law.

BAS discloses personal information to third parties that are involved in the provision of our services. For example, in nominating representative teams BAS may provide information to State Sporting Associations.

BAS takes reasonable steps to ensure that the personal information it collects from you is accurate, complete and up to date.

BAS limits the use and disclosure of any personal information provided by it to such third parties for the specific purpose for which BAS supplied it (except with the individuals consent).

BAS may make use of your personal information to provide you with information about BAS and its services. If you do not want to receive any of this information, or you do not want to disclose your information to any other organisation including related bodies, please contact BAS at the details shown below and you will not receive any further information.

*If you would like a copy of the BAS Privacy Statement or would like to access your personal information, please contact BAS at: [sharyn@bas.vic.edu.au](mailto:sharyn@bas.vic.edu.au)*

If the personal information BAS requests from you is not provided, BAS or any involved third party may not be able to provide the appropriate services.

Unless you notify BAS in writing otherwise, by proceeding to deal with BAS, you confirm on your behalf and/or on behalf of those you represent agreement to the above principles.

***Policy Approved: BAS Inc. 18/5/17***

***Date of policy Implementation: May 2017***

***Date of next full review: May 2019***

***Ongoing review and feedback encouraged***