

BASEBALL AUSTRALIA



PRIVACY POLICY

PRIVACY POLICY – BASEBALL AUSTRALIA

Your privacy is important to Baseball Australia Inc. (**Baseball Australia, we, us, our**). We are committed to ensuring that information we hold about you is held securely and that your confidentiality is protected.

Baseball Australia complies with the National Privacy Principles under the Privacy Act. We are committed to ensuring that all our operations comply with the National Privacy Principles and acknowledge the importance of keeping personal details for individuals confidential and secure.

To this extent this Privacy Policy aims to explain the application of the National Privacy Principles to the particular business of Baseball Australia. Consequently this Policy should be read in conjunction with the National Privacy Principles. To the extent that there is any direct inconsistency between this Policy and the National Privacy Principles, the Principles prevail. The National Privacy Principles may be viewed at the Privacy Commissioner's web site www.privacy.gov.au. The Privacy Commissioner's contact details may also be found at the web site.

We support:

- fair and open collection practices;
- processes that ensure information is accurate, complete and current;
- individuals' rights to see and where necessary correct information about themselves; and
- limiting the use of information.

This policy explains how we treat information that we hold about you. It details the type of information we collect, how we may use that information, to whom we allow access and how we protect it. Baseball Australia reserves the right to change the terms of this Policy.

If you have any questions relating to this Privacy Policy, or you would like the current version (in the event that since the issue of this version, the Policy has been changed), please contact Baseball Australia's Privacy Officer whose details are located on the last page of this document.

Collection

The types of information we collect in supplying our services will depend on the type of product or service we provide to you. The information we collect may include your contact details and your financial details together with transaction information relating to any product or service we provide to you, such as details of payments, claims and changes to your contract. If necessary we may collect your health and other sensitive information, but we will obtain your consent before doing so.

We will endeavour to collect most of this information directly from you but we may also collect some of it from:

- your club;
- your state association;
- our related entities.

There may be other persons and entities from whom, from time to time, we may collect your personal information.

No matter from whom we collect your personal information, we will be fair and open and we will not make any unreasonably intrusive enquiries. You should be particularly aware, however, that when we consider necessary we may arrange for collection agencies to collect your personal information in relation to a service or product we have provided to you.

Where we collect information about you from someone else we will, wherever possible, make sure you know the information listed below unless telling you of these matters would pose a serious threat to the life or health of any individual.

When collecting personal information we will take reasonable steps to let you know:

- our identity and how to contact us;
- the fact that you can gain access to your information;
- the purpose for which the information is being collected;
- to whom we disclose this information;
- any law that requires information to be collected; and
- the main consequences (if any) for you if information is not provided.

Where practicable we will provide you with this information before or as soon as possible after we receive your personal information. We will generally do this by issuing you with a privacy statement when we first collect your personal information. The privacy statement relates not only to the information we collect on that occasion (ie. on and after 21 December 2001) but also to any information we subsequently collect.

For BA Employees, all communications to and from BA owned and/or controlled emails, social media and/or devices may be monitored and searched at any time and without notice to the relevant employee. The purpose of searches will generally be to ensure business continuity, to ensure there are no breaches of confidentiality and to ensure that use of BA devices, property and media is not contrary to BA interests.

Of course, you can elect not to provide us with your personal information but this may affect our ability to provide you with and administer our products and services.

Baseball Australia collects your personal information for a number of purposes (primary purposes). These include:

- to establish a data base register of member details;
- to provide services to members through the use of this data base;
- to satisfy our reporting requirements to other agencies such as the Australian Sports Commission and Australian Sports Drug Agency;
- to provide members with non compulsory commercial offers to members;

Use and Disclosure

We will not use or disclose personal information for a secondary purpose, unless:

- it is related to the primary purpose and where you would expect us to so use or disclose it;
- you have consented for us to use or disclose the information;
- we suspect unlawful activity and we use or disclose the personal information as a necessary part of our investigation or in reporting our concerns to the relevant persons or authorities;
- we reasonably believe the use or disclosure is necessary to reduce or prevent a serious and imminent threat to an individual's life, health or safety or a serious threat to the public;
- we reasonably believe the use or disclosure is reasonably necessary for an enforcement body to prevent, investigate or prosecute certain breaches of the law, the protection of the public revenue, seriously improper conduct or prescribed behaviour; or
- where we are required or authorised by law.

We may disclose your information to:

- our agents, consultants, auditors, contractors and contracted staff or service providers that provide administrative or other services in connection with the operation of our business;
- The Australian Sports Commission;
- The Australian Sports Drug Agency;
- Our local and overseas related entities
- Our national membership rewards provider
- Where we collect your information from someone else, or another entity, then we may disclose any of your personal information to that person or entity;

- Relevant complaints tribunals and government agencies including the Australian Taxation Office, in accordance with our regulatory obligations;
- Where the law requires or permits us to do so (such as to law enforcement agencies);
- Your agent or with your consent

The BA may at times ascertain whether or not it has other services or products which may foreseeably meet your needs and notify you about these. In such cases, the information will only be distributed by the BA through our national communication channels. At no time will external marketing companies be made privy to your contact details to complete any particular marketing promotion.

If at any time you do not wish your details to be used for national marketing or communication purposes, please contact our Privacy Officer at the address detailed at the end of this document.

Data Quality

We will take all reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete and current. If you are aware of any error or inaccuracy in the personal information about you that we hold or use, please contact the Privacy Officer.

Data Security

We will take all reasonable steps to protect your information from misuse, loss, unauthorised access, modification or disclosure.

Your information is stored only in secured premises and electronic databases. The data bases are password and access-level protected. Only staff who need access to personal information for one of Baseball Australia's functions or activities are allowed access.

Some information is kept by Baseball Australia for a number of years to comply with legal requirements. Any personal information that is no longer needed is disposed of in a secure manner or is de-identified.

Openness

We will maintain clearly expressed policies on our management of personal information and make them readily available. We will make our privacy statement and this Privacy Policy available to anyone whose personal information we hold.

On request, we will let you know generally the sort of personal information we hold, for what purposes, and how we collect, hold, use and disclose that information. If the privacy statement and Privacy Policy do not satisfy your request, we will consider your written representations and if reasonable we will endeavour to take reasonable steps to provide you with further information.

Access and Correction

In addition if you request us, we will provide you with access to your personal information except where it:

- poses a serious and imminent threat to the life or health of any individual;
- would have an unreasonable impact upon the privacy of others;
- is frivolous or vexatious;
- relates to existing or anticipated legal proceedings with you and would not be accessible through discovery;
- may reveal our intentions and prejudice negotiations with you;
- may prejudice investigation, prosecution or other action in respect of any possible unlawful activity;
- would be unlawful or denial of access is allowed by law; or
- may damage national security.

If we deny access to you, we will provide our reasons.

A fee will not be charged for an access request but you may be charged the reasonable expenses we incur (such as search and photocopying costs).

We will correct personal information held if we discover, or you are able to show us, that it is incorrect. If you ask us to correct your personal information and we do not agree that it is wrong, we may refuse to change it but we will explain our reasons. In these circumstances, if an individual asks we will keep a statement with the record that shows our disagreement and that the individual regards the information as inaccurate or out of date.

Identifiers

We will use our own identifiers and not those assigned by the government unless we are required to do so, or the law or National Privacy Principles permit us to.

Anonymity

If we can (and if you want us to) we will deal with you anonymously.

Where it is lawful and practicable, we will allow you to enter into transactions with us on an anonymous basis.

Transborder Data Flow

We will not transfer personal information to someone in a foreign country, unless one of the following circumstances apply:

- you have consented to the transfer;
- the transfer is necessary to perform the contract between the individual and Baseball Australia or the individual and a third party;
- the transfer is for your benefit;
- it is impractical to get your consent and it is likely that consent would be given; or
- we have taken reasonable steps to ensure those to whom we transfer the personal information, protect it and your privacy to the same standard as we do.

Further Information

If you have any further questions about this Privacy Policy please contact our Privacy Officer on
or at Baseball Australia, .