

# WORLD DISABILITY DARTS ASSOCIATION

## PRIVACY POLICY & STATEMENT

### POLICY STATEMENT

**“Personal information collected by The World Disability Darts Association (WDDA) is for the primary purpose of membership requirements and/or competition purposes. It will not be released for any form of commercial gain and will be maintained in a secure location as per the requirements of the Privacy Act.”**

#### **1. The World Disability Darts Association (WDDA)**

- a. Is a non-profit sporting association and is the governing body and promoter of World Disability Darts in member countries.
- b. Is a democratically formed body made up of an Executive Board of Directors. The Executive of the WDDA is President, Vice President, Secretary/Treasurer, Disability Consultant, Media Officer and Appointed National Coordinators for member countries. The body is the governing body and recognised as such by the World Darts Federation (WDF).

#### **2. The World Disability Darts Association (WDDA)**

- a. Organises, promotes, and fosters the games of darts to those living with impairment world-wide. It provides a playing forum for players where possible at local, State and National level, and offers opportunities for representation at accredited and/or endorsed WDDA events.
- b. It is the responsibility of the WDDA to provide a structure for Coordination, Coaching accreditations and playing conditions for all levels. In addition it selects players for National events. The events are advertised through local State mail outs, web page, and calendars.
- c. Advises the affiliating Regional bodies of Policy requirements and provides guidance regarding requirements in the Governance and Risk Management areas.

#### **3. Collecting Your Personal Information**

The WDDA understands that members may have concerns about their privacy and the confidentiality and security of information that The World Disability Darts Association may obtain about them.

It is WDDA policy is to protect members' privacy and personal information that it collects from players registering for inclusion in events, and will by necessity include their medically certified level of disability. Personal information is collected by The WDDA for the primary purpose of membership requirements and/or competition purposes. The WDDA collects details such as your name, address, telephone number, email addresses, gender, age, etc.

The WDDA has undertaken to comply with the requirements of the Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000 Australia (its country of foundation and registration) and is the minimum required by affiliates and representatives. Where a member country's Privacy Act requires greater observation of privacy requirements it is expected that Coordinators, Affiliates and Representatives adhere to their national obligations, but no less than is included within this policy.

An electronic and/or hard copy file containing the member's application, medical and entry details are retained in a secure location in accordance with the Act and for a further seven years in accordance with current Australian Federal and State legislation governing document retention, before being destroyed.

#### **4. What If You Do Not Provide The Personal Information We Require?**

Failure to provide the information sought by the WDDA for the purposes detailed in Section 3 may not enable the organisation to complete the membership process or any specific service requested: i.e. the WDDA may not be able to include you in an event you may have entered or assign benefits to you as a member.

#### **5. How Does The World Disability Darts Association (WDDA) Secure Your Personal Information?**

To prevent any unauthorised access to your information, the WDDA has installed computer and network security, including encryption, password protection processes, anti spyware and firewalls. Only staff authorised by the WDDA President have access to the data file

# WORLD DISABILITY DARTS ASSOCIATION

## PRIVACY POLICY & STATEMENT

and its collective information. Hard copies of information, if received are stored in secured storage areas.

### 6. To Whom Do We Disclose Your Personal Information?

A member's personal information will only be used or disclosed by The World Disability Darts Association (WDDA) as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate the WDDA delivering better services and benefits to its members, personal information collected (**with the exclusion of personal medical details**) may be shared with other organizations including World and National governing bodies and WDDA appointed Coordinators for Championship or tournament entry requirements.

- Further, to conduct WDDA operations the WDDA may occasionally engage independent organisers and parties. Accordingly, some this information (**with the exclusion of personal medical details**) may be used or disclosed in part by WDDA to:
  - Enable mail contractors to deliver documents and communications to members;
  - Officers of a government law enforcement agency in connection with the lawful performance of their duty;
  - Send direct mail to members with news of special offers or the availability of new WDDA products or services;
  - External advisors, including the association's representative body for the purposes of outsourcing the processing and servicing of member cheques and the processing of member credit card payments;

### 7. Withdrawing Your Consent

If you do not consent to any of the disclosures above, you can write and advise the WDDA at its office address: PO Box 176 Yarragon, Victoria, Australia 3823 or by email at: [wdda.pres@mail.com](mailto:wdda.pres@mail.com).

The WDDA will then ensure that your personal information is not used for this purpose. This exemption cannot apply where the WDDA is required by law to provide such disclosure.

If you do not object to the uses or disclosures as stated above, the WDDA will accept this as having received your express consent.

### 8. What If You Wish To Access Your Personal Information

Members may, upon written request, access *their personal* information obtained by the WDDA from membership application forms and the related product or service forms that it currently holds. To the extent possible, the WDDA will let you access *your personal* information. However, there are times where the organisation is not in position to do so (e.g. where it would be unlawful to do so). If the WDDA denies you access to this information, the WDDA will notify you of this refusal and the basis for it.

To arrange access, please contact The WDDA at [wdda.pres@mail.com](mailto:wdda.pres@mail.com).

### 9. What if you wish to change some of the personal information held?

The WDDA endeavours to ensure that personal information held is accurate, complete and up-to-date.

Where you believe that personal information held by the WDDA is not accurate, complete or up-to-date, then advise the WDDA and every effort will be made to correct the information on record.

### 10. What if you wish to lodge a complaint?

For any purpose associated with privacy matters including the lodgement of a complaint, the WDDA can be contacted directly at [wdda.pres@mail.com](mailto:wdda.pres@mail.com) or contact your WDDA appointed Coordinator. Your concerns will be directed to the officer appointed by us to deal with your enquiry or complaint.

# WORLD DISABILITY DARTS ASSOCIATION

Copies of this privacy policy are available from WDDA and are available on our website [www.world-disability-darts.org](http://www.world-disability-darts.org)

This document is endorsed as current and in force within the World Disability Darts Association as of

12/02/2018

A handwritten signature in black ink, appearing to read 'RS', is positioned above the name of the signatory.

Russ Strobel WDDA President

# **WORLD DISABILITY DARTS ASSOCIATION**

Notes: