

PRIVACY POLICY

INTRODUCTION

Ballarat Associated Schools Inc. (hereinafter referred to as 'BAS') is committed to organising and strengthening interschool activities to provide opportunities for Member Schools to cultivate friendship, fair play, co-operation and healthy competition. In order to facilitate these activities, BAS is required to collect information that may relate to individuals.

Although each member school is required to have its own robust and effective policy and procedure in place, BAS is required to have a *Privacy Policy* to outline the types of information collected, why it is collected and how it is managed.

BAS has adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). They govern the way in which BAS collect, use, disclose, store, secure and dispose of Personal Information.

DEFINITIONS

<i>Sensitive Information</i>	means information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is personal information; and health information about an individual.
<i>Personal Information</i>	means information or an opinion about an identified individual, or an individual who is reasonably identifiable whether the information or opinion is true or not and whether the information or opinion is recorded in a material form or not. (s6 Privacy Act 1988(Cth)). Examples of Personal Information collected includes, names, address, phone numbers and ages.

DETAIL:

Part 1- Personal Information

1. Personal Information is obtained from Member Schools, as required. This may include but is not limited to names, year levels and dates of birth.
2. BAS collects Personal Information for the primary purpose of providing opportunities for Member Schools and their students to participate in sporting activities. At times, Personal Information may also be used for secondary purposes closely related to the primary purpose, in circumstances where individuals would reasonably expect such use or disclosure; for example, a student proceeding to the next level of a competition.
3. When Personal Information is collected, where possible, BAS will explain why the information is being collected and how it is planned to be used.
4. Personal Information may be disclosed to third parties where the individual has consented to the disclosure and/or where required and/or authorised by law.

Part 2- Sensitive Information

1. Sensitive information will only be obtained where absolutely necessary.
2. BAS will only use Sensitive Information for the purpose in which it was obtained, for a secondary purpose which is directly related to the primary purpose, with the individual's consent or as required by law.

Part 3- Third Parties

1. At times BAS may be provided with and rely on information provided by third parties, for example Member Schools. In these situations, if there is any concern or query regarding the information BAS will take reasonable steps to contact the individual directly.

Part 4- Other

1. BAS stores all Personal and Sensitive Information in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.
2. In circumstances where BAS no longer requires the personal or sensitive information for the purpose for which it was obtained, reasonable steps are taken to destroy or permanently de-identify the information. It is noted that some information will be retained for an extended period for archival and historical purposes.
3. If an individual needs to update their information or require access to the personal information held by BAS, they should email admin@bas.vic.edu.au. BAS will not charge a fee to access the information, but they may charge an administration fee and require photo identification prior to providing the information.
4. Due to the nature of BAS activities it is important that Personal Information is up to date. It is the responsibility of Member Schools and the individual to ensure all information provided is accurate and up to date.
5. This Policy may change from time to time and is available on the BAS website.

Part 5- Implementation

1. This policy is implemented through a combination of the following strategies:
 - 1.1 Member training, education and information.
 - 1.2 Member Schools annually signing their member agreement.
 - 1.3 Encouraging a collaborative and proactive approach.
 - 1.4 Effective communication with all stakeholders
 - 1.5 Initiating corrective action where appropriate.

Part 6- Audit & Review

1. BAS is committed to continuous review and improvement of all of its operations, including this policy.
2. It is the responsibility of the Committee to regularly monitor and annually review the effectiveness of the policy in practice.
3. It is the responsibility of the BAS Executive Officer to ensure spot audits are completed at least annually for each member school and relevant records are maintained.
4. As part of the review process it is the responsibility of the Member School to ensure the Sports Coordinator (or equivalent) is actively involved in reviewing this policy.

Part 7- Breach

1. Any breach of this policy will be taken seriously and immediately followed up by BAS.
2. Any breach of this policy may lead to action being taken, for serious breaches, this may include but is not limited to termination of membership.

<i>Privacy Policy</i>	<i>Person Responsible: BAS Committee</i>	<i>Approved by: BAS Committee</i>
<i>Date of Approval: 29 October 2025</i>	<i>Last Review: 6 August 2025</i>	<i>Next Review: Term 3 2026</i>