

Billiards & Snooker Association of WA Inc  
Privacy Policy

**PRIVACY POLICY**

**POLICY STATEMENT**

**“Personal information collected by The Billiards & Snooker Association of WA Inc 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 Billiards & Snooker Association of WA Inc**

- a. Is a non-profit sporting association appointed as the governing body and promoter of Billiards & Snooker in Western Australia.
- b. Is a democratically formed body made up of an Executive Board of Directors, and Sub committees. The Executive of the BSAWA is President, Vice President, Women’s delegate plus 1 representative from each affiliate not represented in any of the previous positions totalling four, but including Secretary- Treasurer. The body is the governing body in Western Australia for Billiards & Snooker and recognised as such by the Department of Sport & Recreation of WA.

**2. The Billiards & Snooker Association of WA Inc**

- a. Organises, promotes, and fosters the games of Billiards & Snooker throughout Australia. It provides a playing forum for players at National level, and offers opportunities for representation at International level.
- b. It is the responsibility of the BSAWA to provide a structure for Refereeing, 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. Advise the affiliating Regional bodies of Policy requirements and provide guidance regarding requirements in the Governance and Risk Management areas.

**3. Collecting Your Personal Information**

The BSAWA understands that members may have concerns about their privacy and the confidentiality and security of information that The Billiards & Snooker Association of WA Inc may obtain about them.

The BSAWA policy is to protect members’ privacy and personal information that it may collect from time to time.

The BSAWA 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.

Personal information is collected by the BSAWA for the primary purpose of membership requirements and/or competition purposes. The BSAWA collects details such as your name, address, telephone and facsimile numbers, email addresses, gender, age, etc

A hard copy file containing the member’s application and entry details are retained in a secure location in accordance with the act and for a further seven years in accordance with current 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 BSAWA for the purposes detailed may not enable the organisation to complete the membership process or any specific service requested. I.e. the BSAWA 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 Billiards & Snooker Association of WA Inc Secure Your Personal Information?**

To prevent any unauthorised access to your information, the BSAWA has installed computer and network security, including encryption, password protection processes, anti spy ware and firewalls. Only staff authorised by the Chief Executive Officer and or the President have access to the data file

# Billiards & Snooker Association of WA Inc

## Privacy Policy

information. Hard copies of any information are stored in locked offices and equivalent off site 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 BSAWA as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate the BSAWA delivering better services and benefits to its members, personal information collected may be shared with other organizations and including World governing bodies and State affiliates for Championship or tournament entry requirements.

Further, to conduct BSAWA operations, BSAWA occasionally engages independent operators and parties. Accordingly, some this information may be used or disclosed in part by BSAWA 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;
- A debt collection agency for financial default purposes;
- Send direct mail to members with news of special offers or the availability of new products or services;
- External advisors, including the associations 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 BSAWA at its office address: PO Box 553, Kalamunda WA 6076 or contact BSAWA by telephone on 08 9293 2706.

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

If you do not object to the uses or disclosures as stated above, BSAWA 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 the personal information BSAWA has obtained from membership application forms and the related product or service forms that it currently holds. To the extent possible, BSAWA 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 BSAWA denies you access to this information, the BSAWA will notify you of this refusal and the basis for it.

To cover administration costs of providing access to your personal information a charge (\$25.00) may be applied.

To arrange access, please ask for an Application Form at the BSAWA on 08 9293 2706.

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

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

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

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

For any purpose associated with privacy matters including the lodgement of a complaint, the BSAWA can be contacted at its office on 08 9293 2706. Your call will be directed to the officer appointed by us to deal with your enquiry or complaint.

Copies of this privacy policy are available from our office or can be mailed by phoning the BSAWA on 08 9293 2706. This policy is also available on our website [www.snookerwa.org.au](http://www.snookerwa.org.au)

This Privacy Statement was last amended on 17-10-04.

**Billiards & Snooker Association of WA Inc**  
**Privacy Policy**

**Consent**

I provide my consent for the BSAWA to collect, use and disclose my personal information as outlined above.  
I understand that I am entitled to access my own records except where access would be denied as outlined above.

I understand that I may withdraw my consent to use as to and disclosure of my personal information (except where legal obligations must be met).

**Member Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_