

# PRIVACY NOTIFICATION



This statement provides information for you on the collection and handling of your personal information by AFL SportsReady Ltd and its wholly-owned subsidiary, Sportsready Education Pty Ltd.

This notification is provided in accordance with the requirements of Australian Privacy Principle 5 established under the *Privacy Act 1988* (Cwlth).

## **The purpose of collecting your personal information**

AFL SportsReady and SportsReady Education will only collect personal information that is reasonably necessary for, or directly related to, our functions or activities.

Our organisations retain a record of personal information about individuals with whom we deal with in relation to our functions or activities. We collect, hold, use and disclose this information for purposes such as:

- Providing you with a service;
- Being able to communicate with you;
- Managing and administering our business;
- Responding to queries and requests for information;
- Fulfilling government reporting and statistical obligations;
- Facilitating payment for work or invoicing for work completed;
- Providing training services and the reporting of results;
- Conduct appropriate credit, police and/or other checks that are reasonably necessary;
- Advise you of other services that we provide, that may be of interest to you; and
- To maintain academic and employment records.

## **How we collect your personal information**

In most instances we will collect personal information only from you.

As an employment and education organisation, we also receive information from State and Federal Governments; Educational providers; Employers; Australian Apprenticeship Centres; other Group Training Organisations and statutory authorities as necessary.

Personal information will only be collected by lawful means.

In the event we collect your personal information from someone other than yourself, we will take reasonable steps to ensure that you are aware of the circumstances in which we have collected your personal information.

## **Using and disclosing your personal information**

We will only use or disclose your personal information for the purpose for which it was collected, unless:

- you have expressly or impliedly consented to its further use or disclosure;
- you would reasonably expect us to use or disclose it in such a way; or
- we are required by law to disclose such information.

AFL SportsReady may disclose your personal information to SportsReady Education, and vice-versa.

AFL SportsReady or SportsReady Education may disclose your personal information to other organisations:

- involved in providing, managing or administering the products and services we offer;
- that we are required to report to, namely Government departments and statutory authorities;
- (for trainees or students) your previous, current or future education or future employment;
- that are your superannuation, financial or legal advisers or representatives;
- that are involved in our payments system;
- that will provide credit, police and/or other checks that are reasonably necessary.

Your personal information will not be disclosed to overseas recipients.

#### **Consequences if your personal information is not collected**

If you choose not to provide some of the requested personal information, this may impact our ability to deliver services to you, communicate with you, respond to your queries, provide you with opportunities and advise you of other services we provide that may be useful to you.

#### **Queries, complaints, access to your personal information and our Privacy Policy**

AFL SportsReady and SportsReady Education have a joint Privacy Policy that can be accessed through the AFL SportsReady website [www.aflsportsready.com.au](http://www.aflsportsready.com.au).

You can request access to your personal information that is held by AFL SportsReady and/or SportsReady Education. For any queries or requests concerning AFL SportsReady's Privacy Policy, or how you may opt out, access, update, or correct your personal information, or make a complaint about a breach of the Australian Privacy Principles, please contact AFL SportsReady on 03 8413 3500.