



PROCEDURE TITLE: PRIVACY

RELATED POLICIES:	Privacy Policy
RESPONSIBLE OFFICERS:	People and Culture Manager Training and Support Coordinator Chief Executive Officer
AUTHORITY:	Chief Executive Officer
APPROVED:	March, 2014

This procedure concerns the amendment of personal information held in the Bowls Connect Database (**Database**) which is used by Bowls Australia (**BA**), State and Territory Bowls Associations (**STAs**) and affiliated Bowls Clubs (**Clubs**).

BA, STAs and Clubs share access rights to the Bowls Connect Database. BA's permission level in relation to the Database is "read only". BA will not add information to the Database nor amend or delete any information contained within it unless it is required to do so by law.

In using the Database, BA and STAs must comply with:

- a) BA's privacy policy
- b) the STA's privacy policy; and
- c) the Privacy Act 1988 (including the Australian Privacy Principles).

STAs must ensure those people granted access to the Database (including where such people are given access as administrator for their Club) also comply with BA's privacy policy, STA's privacy policy and the Privacy Act 1988 (including the Australian Privacy Principles).

Access to and amendment of personal information

Where a member of a Club approaches BA to access or amend their contact details which appear in the Database, BA staff must refer the member to their relevant Club.

If the relevant Club is unable or unwilling to provide access to or amend the member's contact details, the member should then be referred to their relevant STA. STAs must ensure that Clubs will refer members to the STA in such circumstances.

BA has an obligation under law to provide a person with access to their personal information and ensure any personal information on the Database is maintained accurately. If an STA is unable or unwilling to provide access to or amend the member's personal information contained within the Database, BA may then do so directly. These are the only circumstances that BA would be permitted to amend information contained within the Database.