



PRIVACY

PRIVACY	1
Australian Karate Federation Limited	2
Privacy Policy	2
Australian Karate Federation Privacy Policy	2
What kind of personal and sensitive information does Australian Karate Federation collect and hold	2
How does Australian Karate Federation collect and hold personal information	3
The purposes for which the Australian Karate Federation collects, holds, uses and discloses personal information	5
Disclosure of personal information	7
Resolving privacy issues and complaints	8
Frequently Asked Questions	9
How does AKF collect my personal information?	9
What type of personal information does AKF collect?	9
For what purpose does AKF collect and use my personal information?	10
Where and how does AKF store my personal information?	10
Who are revolutioniseSPORT?	10
Will revolutioniseSPORT have access to member data and will they be able to communicate to members?	11
Can I opt out of receiving communications?	11
When does AKF disclose my personal information and will it disclose my information to thirdparties?	11
How can I access, change or update my personal information?	11
How does AKF protect my privacy and keep my information secure?	12
Is my club allowed to give AKF my personal information?	12
How long does AKF hold on to my personal information for?	12
Who can access member information?	12
What personal information can an administrator from my own club access about me?	13
How can I have my personal information removed from the AKF database?	13
Club And Club Administrators Responsibilities	14



Australian Karate Federation Limited

Privacy Policy

Australian Karate Federation Privacy Policy

Australian Karate Federation recognises that privacy is important and that individuals have a right to control their personal information. The Australian Karate Federation acknowledges that providing personal information is an act of trust and the Australian Karate Federation takes this seriously.

Unless an individual gives Australian Karate Federation consent to act otherwise, the following Privacy Policy governs how Australian Karate Federation collects, uses, discloses, stores, and enables access and correction of personal information of individuals. By providing your personal information either directly to Australian Karate Federation or to an affiliated organisation of Australian Karate Federation, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

The Australian Karate Federation is committed to protecting personal information and complying with the Australian Privacy Principles set out in the Privacy Act (Cth) 1988.

What kind of personal and sensitive information does Australian Karate Federation collect and hold

Information will be collected as reasonably necessary for Australian Karate Federation's functions and activities. Such information will vary depending on the circumstances in and purposes for which the information was collected. It may include, but is not limited to, the following:

- Contact details (name, email, postal address, phone number);
- Date of birth;
- Gender;
- Credit card details;
- Driver's licence number;
- Insurance details;



- Employment history;
- Qualifications and accreditation;
- Communication history with Australian Karate Federation;
- Next of Kin;
- Racial or ethnic origin;
- Criminal record;
- Health information.

How does Australian Karate Federation collect and hold personal information

Information may be collected when you:

1. Become a member of a karate club, or join any other body which is a member of or affiliated with Australian Karate Federation;
2. Subscribe to any publication of Australian Karate Federation or an Australian Karate Federation affiliate, including electronic publications;
3. Are selected or nominated for representation in an Australian or other representative karate team;
4. Provide details to Australian Karate Federation or an Australian Karate Federation affiliated organisation in an application, consent form, entry form, survey, feedback form or incident report;
5. Enter personal information into, or agree to having your personal information entered into, one of Australian Karate Federation's online systems or databases or by completing a form at an Australian Karate Federation activation site;
6. Access the Australian Karate Federation website or a website of an Australian Karate Federation affiliate;
7. Contact Australian Karate Federation via email, telephone, fax or mail or engage with Australian Karate Federation social media;
8. Participate in any program, activity, competition or event run by Australian Karate Federation or an Australian Karate Federation affiliate;
9. Purchase tickets to a Karate or sporting event from Australian Karate Federation or an authorised agent;
10. Purchase merchandise, products or services from Australian Karate Federation or an authorised agent or licensee;



11. Are elected or appointed to the Board or a committee of Australian Karate Federation, an Australian Karate Federation affiliate, clubs and classes; or
12. Apply for employment or volunteer position with Australian Karate Federation or an Australian Karate Federation affiliate.

Personal information may also be collected where the Australian Karate Federation is required to do so by law (for education, child protection, work health and safety laws, charitable collections, medical treatment or other legislation in Australia).

By not providing requested information and asking to not be identified, you may jeopardise your ability to participate in programs or competitions or apply for employment or volunteer positions with Australian Karate Federation or an Australian Karate Federation affiliate. If it is impracticable for the Australian Karate Federation to deal with you as a result of you not providing the requested information or consent, Australian Karate Federation may refuse to do so.

Collection from related parties

The Australian Karate Federation may, in some situations, collect personal information about you from a related party such as the relevant Australian Karate Federation affiliate or your local Karate Club.

Collection from third parties

In some circumstances, Australian Karate Federation collects information from other third parties that the Australian Karate Federation has a direct relationship with including, but not limited to, the Australian Sports Commission, Australian Olympic Committee, Australian Sports Anti-Doping Agency, Australian Institute of Sport, State and Territory Institutes and Academies of Sport, Australian Commonwealth Games Association, non-affiliated Karate Organisations or Government and Law enforcement bodies as required by law.

Information protection

Most of the information collected by the Australian Karate Federation from individuals is added to the Australian Karate Federation National Database. When your information is entered into the database, the information may be combined or linked with other information that is already held about you. The Australian Karate Federation National Database is provided to the Australian Karate Federation, Australian Karate Federation affiliates and clubs.



The Australian Karate Federation takes reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure. Some security measures include strict confidentiality requirements of our employees, volunteers, Australian Karate Federation affiliates, clubs and service providers, internal policies around the use of personal information, security measures for system access, security measures for protection of the database and security measures for our website.

The purposes for which the Australian Karate Federation collects, holds, uses and discloses personal information

Use

The Australian Karate Federation collects personal information in order to carry out its functions, including to provide products and services and enable participation in activities and events of Australian Karate Federation, its affiliates and clubs.

The Australian Karate Federation, and third parties to whom we may disclose personal information in accordance with this Privacy Policy, may collect, hold and use your personal information for the purposes listed below:

- To verify your identity;
- Complete background checks;
- Research, develop, run, administer and market competitions, programs, activities and other events relating to Karate or other sports;
- Research, develop and market products, services, merchandise and special offers made available by us and third parties including but not limited to our member associations and clubs, other karate associations or our licensees, suppliers and sponsors;
- Respond to emergency situations involving or requiring medical treatment;
- Administer, manage and provide you with access to the Australian Karate Federation website and our National Database; and
- Keep you informed of news and information relating to various Australian Karate Federation or Karate events, activities and opportunities via various mediums.
- To plan programs operated by Australian Karate Federation in accordance with special health needs of participants;
- Insurance purposes;



- To carry out research to prepare submissions to Government or to plan events and activities; and
- In case of an accident occurring during a program or event, to provide assistance.

Direct Marketing

The Australian Karate Federation may also use your personal information (other than sensitive information) for promotional and marketing purposes in relation to products, services, activities and events of Australian Karate Federation, Australian Karate Federation affiliates, Karate clubs and its sponsors or service providers. This may include sending you marketing or promotional materials via email, SMS or post.

If you do not wish for your personal information to be used for direct marketing, you may unsubscribe or opt-out from our direct marketing communications via an unsubscribe button or feature available on our emails or through your account on the Australian Karate Federation website. If you are having issues with unsubscribing, you can also contact the Australian Karate Federation Privacy Officer via the contact details set out in this policy.

Australian Karate Federation Website

When you visit Australian Karate Federation websites, certain information about your use of the site may be recorded by our systems. This may include the web pages visited and the time and date of their visit. The Australian Karate Federation uses this information to help analyse and improve the performance of the Australian Karate Federation websites.

We may also use “cookies” on Australian Karate Federation websites. Cookies are small text files that assist our website retain user preferences to improve the experience of visiting and using our website. In some cases, the cookies that we use may collect some personal information. You are free to disable cookies on your internet browser to prevent this information being collected; however, you will lose the benefit of the enhanced website experience that the use of cookies may offer.

Websites that are linked to the Australian Karate Federation website and/or all other websites that are owned and operated by (or operated by on behalf of) the Australian Karate Federation are not subject to Australian Karate Federation's privacy standards, policies or procedures. The Australian Karate Federation does not take any responsibility for the



collection, use disclosure or security of any personal information that you provide to a third party website.

Disclosure of personal information

The Australian Karate Federation may disclose your personal information to a range of national and overseas organisations which include, but are not limited to:

- Australian Karate Federation affiliates and other organisations involved in Karate and sporting programs in Australia;
- Our member associations and clubs;
- Companies we engage to carry out functions and activities on Australian Karate Federation's behalf, including direct marketing;
- Our professional advisers, including accountants, auditors and lawyers;
- Our insurers; and
- Relevant sporting bodies such as, but not limited to, World Karate Federation, Oceania Karate Federation, Australian Sports Commission, Australian Olympic Committee, Australian Sports Anti-Doping Authority, Australian Institute of Sport, State and Territory Institutes and Academies of Sport, Australian Commonwealth Games Association, various National Sporting bodies, Federal and State Departments of sport.

The Australian Karate Federation may also disclose your personal information (including your name, age, gender, city of residence, Karate club, personal profile, photographs of you and your results) to the national or overseas media and through our physical and digital applications and publications (including our website, social media, emails and newsletters) that are available for public viewing.

In addition to the above mentioned disclosures, the Australian Karate Federation may also disclose personal information:

- With your express or implied consent;
- When required or authorised by law;
- To an enforcement body when reasonable necessary; or
- To lessen or prevent a threat to an individual or public health or safety.

Disclosing personal information to overseas recipients



In such circumstances where the personal information is disclosed to, hosted or stored by persons, entities or organisations overseas (other than for media purposes), the Australian Karate Federation will take such steps as reasonable in the circumstances to ensure that those overseas recipients are subject to a law, binding scheme or contract which has the effect of protecting the information in a manner that is similar to the Australian Privacy Principles.

Resolving privacy issues and complaints

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made to the Australian Karate Federation Privacy Officer using the contact details on the website. We will respond to your complaint within a reasonable period, and try to resolve your complaint for you. If we are unable to resolve your complaint or you are unhappy with the outcome, you can contact the Office of Australian Information Commissioner via its enquiries line 1300 363 992 or website <http://www.oaic.gov.au/> to lodge a complaint.

For further information on Australian Karate Federation's management of personal information, please contact Australian Karate Federation.

--- The end of the Privacy Policy ---

The Frequently Asked Questions and Club and Club Administrators Responsibilities below do not form part of this Policy



Frequently Asked Questions

Disclaimer: This section (Frequently Asked Questions) does not form part of the Australian Karate Federation Privacy Policy, Any information provided in the Frequently Asked Questions is general advice only and should not be considered legal advice

The Australian Karate Federation Privacy Policy (Privacy Policy) complies with the Privacy Act 1988 and the Australian Privacy Principles within this legislation. This FAQ's document has been provided to answer your most common questions around the Privacy Policy and how/for what purpose Australian Karate Federation (AKF) collects, stores, uses and discloses personal information.

How does AKF collect my personal information?

AKF collects personal information in a number of ways. The most common way is through your club membership which you may either supply yourself when joining or renewing membership; or on behalf of you by your club. Personal information is also collected when you register for a course or event run by AKF. Other ways in which AKF may collect your personal information are outlined on page 2 of the Privacy Policy under How does Australian Karate Federation collect and hold personal information.

What type of personal information does AKF collect?

AKF collects information that is required for the administration of the sport and membership. Information that is collected about a person will vary depending on the circumstances in which the information was collected. It may include, but is not limited to, the following:

- Contact details (name, email, phone number);
- Date of birth;
- Gender;
- Credit card details;
- Insurance details;
- Qualifications and accreditation;
- Communication history with AKF;
- Working with children check or your State/Territory equivalent.



For what purpose does AKF collect and use my personal information?

The main reason for AKF collecting personal information is so that we can carry out our functions, including to provide products and services and enable participation in activities and events of AKF, its affiliates and clubs. Other reasons for collecting personal information include:

- To provide you with your personal accident insurance cover (only valid for financial members of affiliated clubs when registered in the database);
- It proves compliance with the education requirements of the AKF
- To send you relevant Australian Karate Federation information and updates;
- To communicate directly with you when necessary
- Statistical analysis- ie gender, Date of Birth and postcode is important data that helps us identify trends and understand the dynamics of the sport.
- Reporting to Government
- Record qualifications and levels of accreditation

Where and how does AKF store my personal information?

Depending on how AKF collects your personal information affects where and how your personal information is stored.

Personal information collected through your club membership and/or your participation in a course run by AKF is stored on the Australian Karate Federation National Database (you can access this through your online profile account).

Other ways in which AKF may store your personal information includes, but is not limited to contacts registers, network drives, and emails.

Who are revolutioniseSPORT?

revolutioniseSPORT is the Australian Karate Federation's membership platform provider. revolutioniseSPORT is one of Australia's leading providers of information technology and communication systems to national and state sporting associations and sports clubs. For further information please visit: <https://revolutionise.com.au>



Will revolutioniseSPORT have access to member data and will they be able to communicate to members?

revolutioniseSPORT does have access to the underlying information in the database and like all organisations, revolutioniseSPORT comply with the Privacy Act and Privacy Principles.

revolutioniseSPORT will not use any member data or communicate directly with any members. The only way someone will receive communications from revolutioniseSPORT is if they have an Australian Karate Federation profile in revolutioniseSPORT and have opted in to receive specific communications via revolutioniseSPORT. Specifically, revolutioniseSPORT cannot put ads on club web sites or communicate with members in any way outside of service and support.

Can I opt out of receiving communications?

The system offers individuals the ability to opt out of marketing communications. Users of the revolutioniseSPORT system, such as club administrators who access and use the system via the secure revolutioniseSPORT admin portal, will receive communications relating to support enquiries and system developments.

When does AKF disclose my personal information and will it disclose my information to third parties?

Your personal information will only be disclosed when the purpose for doing so is to help AKF run its regular business operations. This may include disclosure to AKF affiliates, relevant sporting bodies and third parties such as our insurance providers and other companies that we have engaged to carry out functions and activities on our behalf.

Where we provide your personal information to another business we do our best to ensure that these parties are subject to the same provisions for fair handling of the information as the Australian Privacy Principles.

How can I access, change or update my personal information?



You can access, change or update your personal information through accessing your online profile at the following link:<https://www.karateaustralia.org.au/login/> Alternatively you can contact your Club administrator directly.

How does AKF protect my privacy and keep my information secure?

Security of personal information is important to the AKF. The AKF has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some security measures include strict confidentiality requirements of our employees, volunteers, affiliates and service providers, internal policies around the use of personal information, security measures for system access, security measures for protection of the database and security measures for our website.

Is my club allowed to give AKF my personal information?

Your clubs affiliation with Australian Karate Federation requires it to upload your membership information onto the National Database. Your club should also have a privacy policy which outlines how it handles your personal information and as part of your membership registration with your club you are agreeing to abide by your clubs terms and conditions.

How long does AKF hold on to my personal information for?

The AKF holds onto personal information about an individual until that information is no longer needed for any purposes for which the information may be used or disclosed by AKF in accordance with the Australian Privacy Principles. As a general rule your personal information will remain in the national database forever and kept for historical purposes, unless it has been de-identified by a request or deleted or de-identified in accordance with a law. Although your information will remain you will be listed as being “Not Registered” in the database.

When required, AKF will take such steps as are reasonable in the circumstances to destroy the information or to ensure that the information is de-identified.

Who can access member information?



The levels of access are hierarchical. Only authorised club or class administrators and Australian Karate Federation staff can access club member information. Club administrators do not have access to any data other than their own clubs.

What personal information can an administrator from my own club access about me?

Your club administrator can access all the personal information that you provide for your membership with your club.

How can I have my personal information removed from the AKF database?

The club of which you are a member of is responsible for the administration of your personal information relevant to membership. Where your personal information is no longer required for a purpose permitted under the Australian Privacy Principles your personal information will be removed. De-identifying your personal information may be done by the AKF Administrator on request by you or by an authorised person on behalf of you and will be approved if the deletion or de-identification won't affect your membership with the Club or your relationship with AKF.

You are able to contact AKF and ask them to de-identify yours or someone else's personal information. AKF will generally only do in exceptional circumstances ie the person you are enquiring on behalf of has passed away.



Club And Club Administrators Responsibilities

Disclaimer: This section (Club and Club Administrators Responsibilities) does not form part of the Australian Karate Federation Privacy Policy, Any information provided on this document is general advice only and should not be considered legal advice. This document is provided to the Club and the Club Administrator to advise them of their responsibilities around personal information and privacy and for further questions or clarification the Club should seek its own independent legal advice.

Privacy

The Club as a whole and you as the Club Administrator have a significant responsibility regarding the personal information of your Club Members and how you handle their information. The way in which members register with your club may affect how their personal information is handled by you. Club Administrators must ensure that they are complying with their clubs privacy policy and with the relevant Privacy Legislation at all times whilst collecting, handling, accessing, using and storing personal information. This responsibility needs to be governed by the Clubs privacy policies and practices in compliance with the relevant laws.

It is important that each member's personal information is uploaded onto the National Database so that they receive the benefits of their relationship with Australian Karate Federation which includes access to the Personal Accident insurance program, communication and updates from Australian Karate Federation and other karate services and products. It is the clubs responsibility to advise their members that their personal information may be uploaded onto the National Database. The Australian Karate Federation recommends that each club includes the following statement on their member registration forms (whether the forms be paper, online or otherwise):

PRIVACY COLLECTION STATEMENT

This information may be stored in part or in full in the Australian Karate Federation National Database by the club and this information may be used by the Club and/or Australian Karate Federation (AKF). Any personal information provided will only be used in accordance with the objects and purposes of the AKF, AKF general business and in relation to the National Database. If the requested personal information is not provided, you will not be able to receive the benefits of registration with the National Database including access to the Personal Accident Insurance program. Individuals will be able to access their personal information through their online profile, their Club or



through the AKF upon reasonable notice. For further information on the Australian Karate Federation Privacy Policy and/or the collection notice, please refer to www.karateaustralia.org.au.

It is a requirement that each time a person provides their personal information they are provided with a Collection Notice and access to the relevant Privacy Policy of the Organisation. By including the above statement you will be providing a statement which outlines the purpose for collection and provides a link to access the Collection Notice and the Australian Karate Federation Privacy Policy.

Club Privacy Policy

Due to a Clubs relationship with its State and National Sporting Organisation and because they collect members personal information, they are required as part of their affiliation to comply with the Privacy Act and the Australian Privacy Principles therein. The Privacy Act requires businesses or clubs with an annual turnover of \$3 million to comply regardless, however, there are also requirements for clubs or businesses to comply due to their relationship with a state or national organisation and/or due to the types of information that they collect. As part of a clubs affiliation and as a major part of their compliance, each club must have its own Privacy Policy which outlines how they handle personal information. Clubs need to ensure that they handle personal information in line with the requirements of the Australian Privacy Principles and in line with theirs and the Australian Karate Federation Privacy Policy.

If a club does not have a policy and/or does not comply with the Australian Privacy Principles they can be penalised with large fines. If a Club has a concern relating to privacy they should seek their own independent legal advice regarding your privacy policy and other privacy commitments.

Accessing the Club Database

Individuals should not be accessing the Club database unless they are doing it for the purposes prescribed in their clubs Privacy Policy. Australian Karate Federation recommends that each club has only a small number of trusted officials who can access the database and that these people are familiar with their requirements regarding their handling of their members'



personal information. The club must have in place a system to grant and remove administration rights which ensures the Club Administrator is bound to not provide your details to other persons or entities and that they agree to be bound to the requirements of the Privacy Act.

As a general rule, a club administrator can access the database if it is required of them for the general business of the club e.g. accessing a club members email address or phone number to contact them about paying their fees or if required in the case of an emergency. Unless it has been prescribed in the clubs privacy policy and is not in breach of the Privacy Act, a club should not be running reports and sending spam or bulk emails to its members. There are a number of limitations around what personal information can be used for, and Australian Karate Federation strongly recommends that Clubs seek their own legal advice around this.

Collection Notice

Clubs who have their own database should provide their members with a Collection Notice as part of their registration. A copy of the Australian Karate Federation Collection Notice is located on the AKF website and on page 1-7 of this document, and Clubs should have their own version of this.

Bulk Uploads

Clubs have the ability to renew members in bulk and bulk update member fields in the system, provided they meet the requirements set out in bulk renew and/or bulk update fields process in the system.

Clubs who use these processes must ensure that they store the .csv file securely and protected in line with the Privacy Act.

Where clubs create their bulk upload file from their own database, they need to ensure that their members are aware of this and have provided acceptance of this. This makes it important that the Club uses a privacy collection statement in its registration process that provides for this acceptance. Clubs should look to make note of this in their own Privacy Policy also.



Club Administrator Declaration

By having agreed to become a club administrator you have declared that you will comply with the Privacy Act and that you will handle personal information of your club members in line with the requirements set out in this document, by your own clubs privacy policy and by the Australian Karate Federation Privacy Policy. You recognise that privacy is a very sensitive issue and your responsibility in handling personal information needs to be taken very seriously.

Club Responsibilities

The club should seek its own legal advice for their privacy responsibilities. Each club must recognise the need to have strict policies and practices governing their handling of personal information. Each club must comply with the Privacy Act and failure to do so can result in large fines as well as the potential for further penalties from Australian Karate Federation including not being allowed to affiliate where serious breaches have occurred.

The Australian Karate Federation takes its privacy responsibilities very seriously, and through your affiliation this responsibility becomes yours as well.

For further information regarding the Australian Privacy Principles click on the link below:
Australian Privacy Principles/ Office of the Australian Information Commissioner:
<https://www.oaic.gov.au/privacy-law/privacy-act/australianprivacy-principles>