



Privacy Policy

Date of Issue	April 2022
Controlling Body	Western Australian Karate Federation Board



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1 Introduction

The Western Australia Karate Federation (WAKF) is committed to respecting the right to privacy and the protection of personal information of members, participants, volunteers, board members, staff, and contractors.

2 Purpose

The purpose of this policy is to explain how the WAKF manages personal information in general terms.

It also describes, generally, the types of personal information held, purposes for which it is held, together with how the information is collected, held, used, and disclosed.

3 Policy Statement

The WAKF is committed to supporting and complying with the Privacy Act 1988 (Cth) ("Privacy Act") and the Australian Privacy Principles ("APPs"), which sets clear standards for the collection, access, and storage of personal information which the association obtain as part of our operations.

4 Definitions and Interpretations

Member has the same meaning as in the WAKF Constitution.

Participant means an individual who participates in a WAKF event, activity, or competition.

Policy and this Policy means this Privacy Policy.

Services mean all activities conducted by the WAKF in the operations of its core business processes.

WAKF means the Western Australia Karate Federation

5 Responsibilities

The WAKF's role and contribution in making this policy work is to take all reasonable steps necessary to ensure that staff, contractors, board members, volunteers and members in the association know:

- What the policy is.
- Their roles and responsibilities.



This will be achieved by:

- Distributing the policy to members and participants via the WAKF website.
- Commitment to educating WAKF, board members, staff, contractors, volunteers, and members in regarding this policy.
- Reference the policy in all other relevant policies and documents.

6 Policy Scope

This policy applies to all people who are involved with any activities of the WAKF and aims to set a standard of equality and diversity within Karate in Western Australia.

This includes board members, staff, contractors, volunteers, administrators, coaches, officials, players, sponsors, and parents,

7 Policy Requirements

7.1 Collection and Consent of Information

The WAKF collects personal and health information if it is necessary for the provision of one of our services.

Information will only be used for the purpose for which it was collected. If information is required for purposes other than those for which it was collected, agreement will be sought prior to its use.

Information will be collected from a person when they:

- Become a member of the WAKF.
- Are employed by the WAKF or are engaged as a volunteer or contractor.
- Are elected/appointed to the Board or a committee position.
- Enter a WAKF competition or event.
- Participate in the WAKF state team activities and travel.
- Participate in a WAKF program or activity (including education courses and workshops).
- Hire equipment.
- Subscribe to any WAKF publications or social media sites.
- Participate in research. However, research outcomes and reports will not identify an individual unless consent for this purpose has been obtained.
- Make a general enquiry to WAKF.

The WAKF may collect and hold personal and health information relating to each individual and that is required for the activities that the individual is involved with. This may include information such as the individual's name, address, age, gender, phone number, email address, Working with Children Check number and expiry and any other relevant information requested.



The WAKF may also collect videos and photographs relating to events individuals may participate in. By participating in events, each individual hereby agree to videos and photographs being taken.

Where possible, WAKF will collect personal and health information directly from the individual or parent/guardian. However, there may also be occasions when WAKF collects information from / or on behalf of third parties. For example, the WAKF may also collect other information from online users, including visitor navigation and statistics, server address, browser type, date, and time of visit. This information may be used to analyse website and social platform usage and identify online user behaviours to make improvements and maintain the platforms. WAKF will not match this information with personal information collected from online users.

There is no obligation to provide any information requested by the WAKF. However, if you choose to withhold the requested information, the WAKF may not be able to provide you with the products or services we offer.

7.2 Use, Storage & Disclosure of Information

All information collected by the WAKF is only available to those authorised individuals who need to handle that information for the purpose of its collection.

Information will be stored centrally in hard copy and electronic files (including on cloud servers such as Google Drive). If personal information of a member or participant is no longer needed, the WAKF will take reasonable steps to destroy or permanently de-identify it.

The WAKF will use personal and health information to:

- Provide WAKF services and operations.
- Conduct assessment processes to ascertain eligibility for specific programs and activities.
- Ensure the safety and health of participants in the provision of WAKF services and operations.
- Run promotional campaigns and or develop promotional material and publications, including but not limited to photographs in the print media; the WAKF Annual Report, the use of video footage and sound recordings in electronic media; external publications such as newspapers and magazines; and internal publications.
- Meet any requirements of government/partner funding.
- Monitor and evaluate existing services and plan for future services.
- Comply with legal obligations.
- Suppliers, sponsors and contractors who may manage some of the WAKF's services. In such circumstances, the WAKF will require such parties to keep the information confidential and not use the information other than the purpose for which it is disclosed to them.
- The WAKF guarantees that personal information will not be sold to any third party.



The security of personal information is of the utmost importance to the WAKF, and reasonable steps to protect it from misuse, loss, unauthorised access, modification, or disclosure will be taken.

In addition to the above uses, acceptance of a product or service from the WAKF, whether as an athlete, coach or personnel member means consent to the following:

- An individual's name (but not address) may be mentioned by the WAKF for the purposes of promoting the activities of the WAKF including website and social media and in reports about the activities of the WAKF.
- An individual may be photographed and any photograph used for the purposes of promoting the activities of the WAKF including website and social media.
- Videos may be taken of an individual whilst participating in a WAKF event including training and competitions, such videos to be used for family keepsakes by family members or other members, or by or for the Coaching Panel to be used for coaching and development purposes.

7.3 Working With Children / Police Check Reports

This information can contain sensitive information and should be handled by a designated and responsible person within the WAKF.

Information provided in these reports is strictly confidential and will only be handled by the designated WWC coordinator and/or Executive for the WAKF.

Information provided in these reports will be brought to the attention of the Board when the report content requires some action.

7.4 Cookies

The WAKF may use "cookies" to personalise and simplify your access to and use of our website. Cookies are small pieces of information sent by a web server and stored by your browser on your computer's hard drive so it can later be read back from that browser. This allows your browser to remember some specific information and may enhance your user experience of the website.

7.5 Keeping Personal Information Accurate and Up-to-date

WAKF will take all reasonable steps to ensure that the personal information it holds is:

- Accurate, complete, up-to-date, relevant and not misleading.
- Stored in a secure environment.
- Protected from misuse, interference and loss as well as unauthorised access, modification or disclosure.

Access to an individual's own personal information held by the WAKF is permitted, except as otherwise provided under law.



If a member wishes to access information held by the WAKF, they can make a request as directed by the WAKF Constitution.

Personal information can be corrected and or updated by submitting an email request to info@karatewestaustralia.com.

7.6 Security

The WAKF will not disclose any personally identifiable information obtained from you to other parties or for purposes other than those stated above, unless you provide your written consent to us, with the following exceptions:

- Where there are grounds to believe that disclosure is required to prevent a threat to health or life.
- Where the WAKF suspects that unlawful activity is or has been engaged in, such personal information may be used to investigate the suspected unlawful activity.
- The use is authorised by law or reasonably necessary to enforce the law.
- Information that you provide through various means will be kept safe and secure within the WAKF.

In the event of a data breach, the WAKF will immediately notify all impacted parties, notify the relevant authorities and take the required remedial action.

8 Monitoring and Evaluation

The WAKF will regularly evaluate this policy and revise ensure it reflects the needs of members.

Recommended changes to this policy may be submitted to the WAKF for consideration. Management will review the recommendations and forward to the Western Australia Karate Federation Board who have the authority to make any changes to this policy.

Should changes be accepted, the policy would be updated, dated, and circulated to members.

9 Relevant Policies and Forms

Related Western Australia Karate Federation documents include the following:

- Australian Karate Federation Member Protection Policy
- WAKF Constitution

10 References

This policy is based on the following documents:

- Privacy Act 1988 (Cth) ("Privacy Act")
- Australian Privacy Principles ("APPs")
- Working with Children Act (*Working with Children (Criminal Record Checking) Act 2004*).

11 Revision History

Version	Date Reviewed	Date Endorsed	Content Reviewed/ Purpose
1	NA	April 2022	Original version. New Policy Endorsed via Email Resolution in April 2022.