



## Privacy Statement

# Privacy is important...

...especially when you consider the number of ways we communicate and interact these days. That's why we've put together this statement. It explains how we collect, hold, use and disclose your personal information and who we share it with and because it is guided by privacy laws, you can be sure it takes your rights seriously.

Above all, this statement is your assurance that we never take your privacy for granted and always take the utmost care in protecting your personal information.

Hawthorn Basketball Association is also referred to as HBA. This policy covers all HBA activities including, but not limited to, Junior competition, Senior competition, Junior Magic and Senior Magic.

## What is 'personal information'?

Personal information is information or an opinion (including information or an opinion forming part of a database) from which it is possible to determine someone's identity. The kinds of personal information may include, but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth, gender, credit card details, drivers licence number, passport number, insurance details, employment history, qualifications or communication history with HBA. Only relevant personal information is collected. HBA does not collect personal information that is not needed.

## How do we handle your personal information?

We collect your personal information directly from you every 6 months as you register to play as an HBA member. This registration is a requirement of Basketball Victoria's Registration and Insurance Procedure.

We may disclose or use your personal information for the purposes described in "Why do we collect personal information?"

We will use and disclose your personal information for the purposes we collected it as well as purposes that are related, where you would reasonably expect us to.

## **Personal information collected via websites**

When you visit and browse the HBA's Website, the relevant website host may collect information for statistical, reporting and maintenance purposes.

The information collected by a website host is used to administer and improve the performance of the HBA Website and to better understand what is of interest to you.

### **Cookies**

Cookies are small text files that are transferred to a user's computer hard drive by a website for the purpose of storing information about a user's identity, browser type or website visiting patterns. Cookies may be used on our website to monitor web traffic, for example the time of visit, pages visited and some system information about the type of computer being used. We use this information to enhance the content and services offered on our website.

Cookies are sometimes also used to collect information about what pages you visit and the type of software you are using. If you access the Website or click-through an email we send you, a cookie may be downloaded onto your computer's hard drive. Cookies may also be used to improve the operation of a Website and to better understand what is of interest to you. You may choose to configure your browser to disable cookies.

## **Why do we collect personal information?**

Personal information is information or an opinion about an identified individual. We collect personal information so that we can:

- set up, administer and manage our products, services and systems, including the management and administration of competitions;
- follow Basketball Victoria registration and insurance procedures;
- identify you and conduct appropriate checks, if required;
- understand your requirements to provide a better level of service;
- manage, train and develop our employees and representatives;
- help us develop our business strategy to better communicate with you.
- to verify your identity and reduce the likelihood of duplications in IT Systems and Websites;
- to provide you with products or services you have requested;
- to provide you with information about relevant activities and opportunities;
- to assist basketball clubs in administering and facilitating the HBA competition
- to develop, run, and administer existing and new competitions, programs, activities and other events;
- to organise medical treatment for players (if needed);

## **Where does your personal information go?**

- We hold your personal information including a commitment to ensure suitable procedures to safeguard and secure the information have been taken.

## **Your personal information and our marketing practices**

Every now and then, we may let you know about news, special offers, products and services that you might be interested in via mail, SMS, email, telephone or online. We will engage in marketing unless you tell us otherwise, links are provided to be removed from contact or mailing lists each time we contact you.

## **Accessing personal information**

You can contact HBA via the email address below to access personal information that the HBA holds about you. HBA may charge a reasonable fee where access is provided. Please note that there may be some legal or administrative reasons to deny access. If HBA refuses your request to access your personal information, it will provide you with reasons for the refusal.

## **Contact Us**

If you wish to update your contact details, or have any further enquiries related to the Privacy Statement then please contact us at [comms@hawthornbasketball.com.au](mailto:comms@hawthornbasketball.com.au)