



## ***Privacy – Summary Statement***

Genesis Sports and Aquatics collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at Genesis Sports and Aquatics. This may be in writing, through third party reports or in the course of conversations. The primary purpose of collecting this information is to enable Genesis Sports and Aquatics the ability to provide appropriate services to the students enrolled within Genesis Sports and Aquatics, exercise its duty of care, and perform necessary associated administrative activities, which will enable them to take part in all the activities of the Centre.

Some of the information we collect is to satisfy the Centre's legal obligations, particularly to enable the Centre to discharge its duty of care.

Laws governing or relating to the operation of a Leisure Centre require certain information to be collected and disclosed. These include relevant safety Acts, Public Health and Child Protection laws.

The Centre will endeavour to keep personal and credit information accurate/up-to-date and complete. Parents are relied upon to assist the Centre in keeping information accurate and up to date. Any unsolicited information received by the Centre will be destroyed unless legal obligations require otherwise.

The Centre will take reasonable steps to secure and protect all information held from misuse, interference, loss, unauthorised access, modification or disclosure. Information held by the Centre will be either de-identified or destroyed when no longer of use to the Centre.

Full and frank disclosure of information requested is necessary for the provision of services and to establish a binding contractual relationship between parties.

Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. The Centre may ask you to provide medical reports about students from time to time. The information may include reports from third parties regarding medical and other treating professionals and Court Orders.

If the Centre does not obtain the information referred to above, the Centre may not be able to enrol or continue the enrolment of your child.

Genesis Sports and Aquatics may disclose personal, sensitive and credit information for administrative or support purposes. This may include to:

- government departments
- state authorities
- medical practitioners
- people providing support and health services to the Centre, including specialist visiting staff, sports coaches, volunteers, counsellors and providers
- people providing administrative and financial services to the Centre
- anyone you authorise the Centre to disclose information to
- anyone to whom the Centre is required or authorised to disclose the information to by law, including child protection laws.

Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as sporting achievements, student activities and other news and photography/film footage is published in Centre newsletters, magazines, in multi-media presentations

and on our website and social media accounts. Similarly, parent identification and photographs/film footage may be published, in advertisements or the website.

The Centre may use online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information, such as services relating to email, instant messaging and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Genesis Sports and Aquatics internet and e-mail activity are periodically analysed to verify security and system maintenance.

The Centre is not using cloud services for any enrolment data collected via our Student Management System; information is stored on local servers and managed by Genesis Christian College ICT Staff. Banking or direct debit details are not stored by the Centre, through any electronic means other than through specific direct debit service providers which are two factor authentication protected.

Parents may seek access to personal information collected about them and their child by contacting the Centre. Students may also seek access to personal information about them. However, access may be refused in certain circumstances. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of Centre policies. Any refusal will be notified in writing with reasons if appropriate.

The Centre will exercise its right to access the credit history of parents under the law.

Parents have a right to make a written complaint to Management if they consider these Privacy Principals have been breached.

The Centre may engage in fundraising activities. Information received from parents/guardians may be used to make an appeal to parents/guardians. It may also be disclosed to organisations that assist in the Centre's fundraising activities solely for that purpose. The Centre will not disclose personal information to third parties for their own marketing purposes without consent.

If the Centre is provided with the personal information of others, such as doctors or emergency contacts, parents/guardians are encouraged to inform those parties of the disclosure and the reason. Parents/Guardians should advise them that the information can be accessed if desired and that the Centre does not usually disclose the information to third parties.