

Brisbane Schoolgirls' Rowing Association

Privacy Policy

1.0 Purpose and application

The Brisbane Schoolgirls' Rowing Association (BSRA) respects the privacy of everyone involved in its competitions: students, families, coordinators, coaches, officials, volunteers and photographers. This Policy explains what personal information BSRA collects, how it is used, how it is protected, and the rights people have in relation to it. BSRA handles personal information consistently with the Privacy Act 1988 (Cth) and the Australian Privacy Principles, and with the Rowing Australia Privacy Policy that applies through BSRA's affiliation with Rowing Queensland.

2.0 What we collect

BSRA collects only the personal information it needs to run its competitions safely and to meet its legal and insurance obligations. This includes:

- contact details of school coordinators, officials, volunteers and Board members
- competition entries and results, which are administered through Rowing Manager, a Rowing Queensland system
- information recorded in BSRA's operational registers: the incident register, the volunteer register, the photographer register and the Blue Card register
- Blue Card or exemption details for adults in BSRA-engaged roles
- images taken at BSRA events under the BSRA Filming and Photography Guidelines

BSRA does not actively seek sensitive information. Where health information arises, for example in an incident record, it is collected only to the extent needed to respond to the incident and meet insurance and safety obligations.

3.0 How we collect it

Personal information is collected directly from the person concerned, from their member school, or through Rowing Queensland systems used to administer entries and results. Member schools remain responsible for the personal information of their own students, including medical information and consents, which BSRA does not hold.

4.0 Use and disclosure

BSRA uses personal information to run regattas and the Indoor Rowing Championships, to manage safety and child safety at events, to maintain its registers, to manage insurance and incident reporting, and to communicate with member schools. Information may be disclosed to member schools, Rowing Queensland, Rowing Australia, BSRA's insurer or broker in connection with a claim, and to regulators or law enforcement where the law requires it. BSRA does not sell personal information and does not disclose it publicly except where required by law.

5.0 Storage, security and retention

Records containing personal information are stored in BSRA's SharePoint environment with access restricted to those who need it. Registers containing personal information are access-restricted. Information is retained only for as long as it is needed for the purpose it was collected, or for as long as the law or BSRA's insurance arrangements require, and is then securely destroyed.

6.0 Access and correction

A person may ask to see the personal information BSRA holds about them and may ask for it to be corrected if it is inaccurate, incomplete or out of date. Requests are made to the Executive Officer and BSRA responds within a reasonable time.

7.0 Website

The BSRA website may link to external sites that BSRA does not operate. BSRA is not responsible for the privacy practices of those sites and encourages visitors to review them. Anyone who chooses not to provide requested personal information is free to do so, on the understanding that BSRA may then be unable to provide some services, such as processing an entry or a photographer registration.

8.0 Questions and complaints

Questions or complaints about privacy are directed to the Executive Officer in the first instance. If a person is not satisfied with BSRA's response, they may complain to the Office of the Australian Information Commissioner.

9.0 Related documents

- BSRA Filming and Photography Guidelines
- BSRA Child Safety and Wellbeing Policy
- Rowing Australia Privacy Policy (adopted by reference)

10.0 Version control

Version	Date effective	Approved by	Amendment
1		BSRA Board	Rebuilt as a standalone policy document