

TERRITORY SPORTS ACADEMY

Privacy Notice

The Territory Sports Academy (TSA) is a business unit of the Department of Territory Families, Housing and Communities. The TSA is committed to providing Northern Territory coaches with professional development services, sports information and mentoring; providing specialist support to identified athletes and officials (sports medicine, performance psychology, physical preparation, nutrition) and is responsible for leading the delivery of world class talented athlete, coach and official development programs across the Northern Territory. The TSA will ensure that your personal and health information is handled in accordance with the *Information Act* (NT).

The Information Privacy Principles set out in Schedule 2 of the *Information Act* protect the privacy of your personal information by ensuring that we only collect information necessary for our functions, activities and services. The *Information Act* (NT) can be read in full online by accessing: <https://legislation.nt.gov.au/en/Legislation/INFORMATION-ACT>. The TSA collects personal information so it can plan, provide and report on its services. If the information is not provided, the TSA may not be able to provide the services requested.

If it is reasonable and practical to do so, the TSA must collect personal information about an individual directly from the individual. This may be through TSA application forms, over the telephone, the Internet, or in person.

The personal information that the TSA holds will depend on the nature of the activity or service provided. It may include your name, contact details, date of birth, occupation, education, qualification, photo, video or audio records. We may also collect your sensitive personal information, for example information about health, disability, racial or ethnic origin, and membership of professional associations for the reporting of TSA athletes, coaches and officials to the NT Government.

Your information may be held in a variety of ways, including in paper and electronic formats. Some of your personal information may be made available in the Australian Institute of Sport's (AIS) national database known as the Athlete Management System (AMS). The purpose of the AMS is to develop a national database of information about Australian athletes including:

- athlete profile and administration data;
- performance data
- health and medical data;
- monitoring data such as training and wellbeing data; and
- competition, event schedules and results tracking data.

The AMS is used to assist Australian athletes in:

- tracking, analysing and reporting for high performance athletes, squads and teams;
- managing and developing training programs or other purposes related to managing athletes; and
- research (subject to the de-identification of personal information and the approval of the AIS Human Research Ethics Committee.

The AMS and the data contained in it will not be used for commercial purposes.

Access to the AMS may be granted to your national sporting organisation and their employees and contractors and to medical, government or regulatory authorities that have responsibilities or functions in relation to your sport, including the Australian Sports Anti-Doping Agency. Sport Australia is required to comply with the **Privacy Act 1988** (Commonwealth) as an APP entity. Sport Australia's Privacy Policy contains information about how you may access your personal information that is held in the AMS, how you may seek correction of that information, how you may complain about a breach of your privacy by Sport Australia and how Sport Australia will deal with that complaint. De-identified data from the AMS may be used for research purposes. Some of the data from the AMS may be transferred overseas in limited circumstances for the operational purposes of the AIS (for example to the AIS European Training Centre), but there are no plans for offshore storage or disclosure of personal information. The contact details of Sport Australia are:

By post:

FOI Officer
Australian Sports Commission
PO Box 176 Belconnen ACT 2616

or

By email: foi.officer@ausport.gov.au

If you require assistance with your request, please contact the FOI Officer on 02 6214 1372 or by email at foi.officer@ausport.gov.au.

The TSA seeks to protect your information from unauthorized access, loss and other misuse by allowing only restricted access to authorised personnel to your information.

The only people who are authorised to handle or have access to personal information are those employees of the TSA and those who perform services for the TSA who need personal information to carry out their obligations to TSA.

All employees of the TSA are bound by the Northern Territory *Information Act* and the [Public Sector Code of Conduct](#) issued in accordance with section 16 of the *Public Sector Employment and Management Act*. Those who perform services on the TSA's behalf but are not employed personnel are also bound by the *Information Act* (NT) or an equivalent legislation and the [NTIS Code of Conduct for Personnel not employed by the NT Government](#) which prohibit the misuse of personal information.

If we no longer require your personal information for any reason, we will take all reasonable steps to destroy it in a secure manner in accordance with TSA's Records Retention and Disposal Schedule or remove identifying features from our records.

Sometimes the TSA may provide personal or sensitive information to external organisations. Generally, these are organisations that help the TSA conduct its programs and activities. These organisations may include:

- sport partners (National and NT Sporting organisations);
- payment systems operators (for example, Department of Corporate and Information Services) to make athlete reimbursement payments); and/or
- your representatives (for example a parent, coach, legal adviser, manager).

The TSA strives to limit the information it provides to outside organisations on a need-to-know basis. The TSA ensures that any organisation that it contracts with:

- meets the privacy standards required by the TSA in protecting personal information in accordance with the *Information Act*; and
- uses the personal information provided only for the purposes of the specific service requested.

The TSA may also provide personal information to others outside the TSA:

- where the information relates to a sports drug and safety matter or is otherwise relevant to the performance of the functions of the Australian Sports Anti-Doping Authority;
- where the TSA is required or authorised by law to do so. For example, a Court, a regulator (the police can compel the TSA to disclose personal information to them); or
- with your consent.

You may access your personal information that the TSA holds. If you believe that the information we hold about you is incorrect, please notify us.

If you wish to make an inquiry or complaint about the handling of your personal information, please contact the TSA in the first instance.

Territory Sports Academy
Department of Territory Families, Housing, and Communities
Level 1 Arafura Stadium
Marrara Sports Complex, Darwin NT 0812
Telephone: (08) 8922 6811.

If the matter cannot be resolved you may make a complaint to the NT Information Commissioner – go to <https://infocomm.nt.gov.au/privacy/make-an-inquiry-or-complaint>.