



Sutherland District Basketball Association (SDBA) Privacy Policy

Effective Date: 9/5/2025

Approved by: General Manager, SDBA

1. Overview:

At Sutherland District Basketball (SDBA) Association we are committed to protecting the privacy of all individuals and members associated with our association, including our board members, players, parents, coaches, officials, and volunteers. We adhere to the **Privacy Act 1988 (Cth)**, the **Australian Privacy Principles (APPs)**, and the **NSW Privacy and Personal Information Protection Act 1998 (PPIP Act)**.

2. Scope:

This policy applies to all personal and sensitive information collected by SDBA, including but not limited to:

- Players, coaches, referees, and officials
- Members and registered participants
- Volunteers and staff
- Parents and guardians of junior participants
- Visitors to our website and social media platforms
- Any other individuals engaging with SDBA

This policy covers the collection, storage, use, disclosure, and management of personal and sensitive information in accordance with applicable laws.

3. Responsibilities:

All SDBA Staff are responsible for:

- Ensuring compliance with relevant privacy laws and regulations
- Safeguarding personal and sensitive information collected from individuals
- Implementing security measures to protect data against unauthorized access, misuse, or loss

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- Providing individuals with access to their personal and sensitive information upon request after being appropriately identified
- Ensuring third parties who handle personal information on behalf of SDBA comply with this policy

4. Definitions:

Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable.

Sensitive information is information or an opinion about an individual's:

- racial or ethnic origin;
- Health
- political opinions;
- membership of a political association;
- religious beliefs or affiliations;
- philosophical beliefs;
- membership of a professional or trade association;
- membership of a trade union;
- sexual preferences or practices; or
- criminal record.

Personally identifiable information is any information connected to a specific individual that can be used to uncover that individual's identity.

Confidentiality refers to the obligation of SDBA that collects information to ensure that no person or organisation is likely to be identified from any data released.

Kept confidential is ensuring identifiable information about individuals and organisations;

- is not released publicly;
- is available to authorised people on a need to know basis only;
- cannot be derived from disseminated data;

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- and is maintained and accessed securely.

5. Personal Information:

SDBA only collects personal information that an individual or a member gives consent to. SDBA collects personal information necessary for the administration of basketball activities. All personal information collected by SDBA is treated confidentially and is kept confidential.

6. Sensitive Information:

SDBA only collects medical information that an individual or a member gives consent to. This information is used to ensure the safety and treatment of the member.

There are a number of ways SDBA collects, stores and uses personal and sensitive information:

Let Me Play: (LMP) is an online system that sits inside the SDBA website and is designed for professional associations and organisations. It provides an integrated management system that allows the organisation to record its members information in a single database. In most cases the board member, player, parent, coach, official, and volunteer creates a profile on the SDBA website www.sutherlandbasketball.com.au. Once the profile is created the user is considered a member of SDBA. This profile requires the user to create a User Name and Password for the profile and asks them to add the following information to the profile:

- a) Name
- b) Email Address
- c) Date of Birth
- d) Gender
- e) Address
- f) Phone numbers
- g) Emergency contact details
- h) Relevant medical information
- i) If the user is an official, they can add their EFT details for payment

As part of the sign up process the user will be asked to opt in or out of the following:

- a) Terms
- b) Privacy This is all SDBA policies and procedures

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c) Indemnity

Once the profile is complete the member can amongst other things book and pay for activities, BNSW registration can be paid for etc. SDBA uses this profile to amongst other things, manage registrations, create teams, manage competitions, roster & pay officials, create invoices, update accreditations including WWCC and run reports for analysis. SDBA can also communicate necessary information to individuals via their profile.

When setting up a profile there is an option to subscribe or unsubscribe to newsletters, SMS or email communication. These communications are used for various purposes ie to update teams and individuals on information relating to nominations, draws, results, invoicing, upcoming events etc. It is at the discretion of the user to opt on or out.

If a member cannot access their Let Me Play profile, they may call an SDBA staff member to assist them with access. The SDBA staff member will ask the caller to identify themselves with 2 or more pieces of personal information contained within the profile before they proceed with assisting access.

All data held within Let Me Play is covered under this Privacy Policy.

Injury Reports: Unfortunately, from time to time, injuries occur to staff, individuals and members. The injury process requires documents to be completed. These documents contain personal and sensitive information. These documents are treated with confidentiality and are kept confidential and are not copied, forwarded, shared, discussed or disclosed to any party that does not need this information.

Email: an individual or a member may email any of the SDBA email addresses for any reason. The individual or member may share information on this email that is considered to be personal or sensitive information that is personally identifiable.

SDBA staff commit to ensuring that any personal or sensitive information and any personally identifiable information on email is treated with confidentiality and are kept confidential and not printed, copied, forwarded, shared, discussed or disclosed to any party that does not need this information.

If an individual or a member chooses to include credit card details in an email to SDBA this email will be immediately deleted and the individual or member will be contacted advising that their payment could not be processed using email.

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Phone: an individual or a member may call any of the SDBA phone numbers for any reason, similarly SDBA may call an individual or a member. The individual or member may share information on this phone call or voicemail that is considered the be personal or sensitive information that is personally identifiable.

SDBA staff commit to ensuring that any personal or sensitive information and any personally identifiable information shared on a call is treated with confidentiality is kept confidential and is not forwarded, shared, discussed or disclosed to any party that does not need this information.

If an individual or a member chooses to pay an invoice over the phone using a credit card, these details must be entered straight into the Let Me Play EFT system or Square Terminal by the SDBA employee and must never be written, typed or recorded in any format.

Survey: From time to time SDBA may request a survey to be completed. Each survey will include details on how the information you provide will be used and stored. If you are not comfortable sharing your personal or sensitive information you may choose to participate anonymously or opt out of the survey.

Staff, Volunteers, Officials, Board Members, Contractors and Business Partners: SDBA collects information from its Staff, Volunteers, Officials, Board Members, Contractors and Business Partners. This information includes but is not limited to contracts employment details, letters, performance appraisals, payment details, TFN, superannuation details etc. This information is considered confidential information and is entered into the relevant system and kept in a secure file and treated with confidentiality and are kept confidential

7. Use of Personal and Sensitive Information:

SDBA collects and uses personal and sensitive information to (amongst other things):

- Register players, officials, and volunteers
- Manage and organise competitions, training, and events
- Communicate important information, including rule changes, schedules, and safety alerts
- Provide medical assistance in case of emergencies
- Process payments and manage financial transactions

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- Promote the association via photos and videos (with consent where required)
- Comply with legal obligations and association governance
- Analysis

8. Disclosure of Personal and Sensitive Information:

SDBA may disclose personal and sensitive information to:

- Basketball governing bodies (e.g., Basketball Australia, Basketball NSW) for registration and compliance purposes
- Coaches, team managers, and officials for team and competition management
- Medical personnel in case of an emergency
- Service providers engaged to assist with operations (e.g., IT providers, payment processors)
- Government agencies or law enforcement if required by law

We do not sell or rent personal or sensitive information to third parties.

9. Security and Storage:

We take reasonable steps to protect personal and sensitive information from misuse, interference, loss, unauthorised access, modification, or disclosure. Personal and sensitive information is stored securely in electronic and physical formats, with access limited to authorised personnel.

10. Access and Correction:

Individuals may request access to their personal and sensitive information and request corrections if they believe it is inaccurate, incomplete, or outdated. Requests should be made in writing to the SDBA Privacy Officer using the contact details below.

11. Data Retention:

We retain personal and sensitive information only as long as necessary to fulfill the purposes outlined in this policy or as required by law.

12. Photography and Media Consent:

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From time to time SDBA uses photographs and videos for promotional and operational purposes including but not limited to posting on Facebook and Instagram.

SDBA uses Glory League, Glory League is an automated video engagement system for amateur basketball. It gives players access to video recordings and statistic of their games. Glory League has a privacy policy that can be found at <https://www.gloryleague.basketball/privacy>.

If individuals do not wish to be photographed or filmed, they should notify the Privacy Officer in writing using the details below.

13. Anonymity:

Because it makes it impracticable for us to carry out many of our activities, you cannot normally deal with us anonymously or under another name (pseudonymously). However, if and where dealing with us anonymously or pseudonymously is practicable in respect of matters we will make that option available.

14. Complaints and Enquiries:

If you have a privacy-related complaint or enquiry, please contact our Privacy Officer:

Privacy Officer Contact Details: Adrian Dark

[adriand@sutherlandbasketball.net.au]

[02 9542 1999 ext 3]

We aim to respond to privacy complaints within 10 days. If you are not satisfied with our response, you may contact the **Office of the Australian Information Commissioner (OAIC)** or the **NSW Information and Privacy Commission (IPC NSW)**.

15. Breaches of this policy:

If SDBA is made aware or becomes aware of any breaches to this policy, they will report to the Privacy Officer immediately for appropriate action to be taken.

16. Policy Updates We may update this policy from time to time. The latest version will be available on our website.

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