

# Victorian Fencing Academy

## PRIVACY POLICY

### **Collection of your details via the Affiliation Form**

VFA collects this information about you for the purposes of:

- Providing relevant parties [such as the FIE, the AFF or FV] with contact information to enable them to contact you in carrying out their business
- Providing relevant parties [such as the FIE, the AFF or FV] with personal information to enable them to establish your eligibility to take part in restricted competitions [e.g. age limited competitions].
- Providing VFA (or a related entity) with the ability to contact you in carrying out our functions.

To register or affiliate, we need as a minimum your name, address and contact number. If you wish to take advantage of a concessional rate [e.g. junior or school], you are required to provide proof of your eligibility. If you do decline to do so, you cannot take advantage of the concessional rate. You are not required to provide any other personal information requested on the affiliation form.

If you do not wish VFA & FV to retain details we currently hold about you, please send an email to [teapea@internode.on.net](mailto:teapea@internode.on.net). However, be aware that you will not be eligible to compete in event that carry an age restriction, nor will we be able to pass information on to you related to fencing. You will also not be eligible for an FIE licence [since the FIE requires your full name, date of birth and a contact address as the minimum information fields to issue a licence to you]. You may also be rendered ineligible for various competitions or grants that require this information; however, if we do not retain contact information, we will not be in a position to inform you of your ineligibility.

### **Use and Disclosure**

As identified above and on the VFA & FV website:

- Some information is published on the internet and is accessible to anyone with a web browser;
- Some information is retained by VFA & FV to enable us (or a related entity) to contact you in carrying out our functions.

We may use or disclose the information provided for additional related purposes that you would reasonably expect. If we do so, we will keep records of whom we provide the information to. For any other purpose, we will only use or disclose the information as provided under the Act.

### **Data Quality, Security, Access and Correction**

You can request to see your personal details and to whom they have been forwarded at any time by contacting us in writing using the details below. We will endeavour to delete information about you if you request us to, as long as we are not required to keep it by other legislation.

### **Unique Identifiers**

To efficiently manage the information about you, VFA & FV may assign a reference name or number that identifies you. We will not provide these unique identifiers to other organisations except as provided under the Act.

### **Anonymity**

One purpose of collecting this information from you is to enable us to contact you and to check your eligibility status, and to provide your contact details to others that you would reasonably expect who need these details to carry out their business. You can preserve your anonymity by choosing not to have your details published.

### **Transborder Data Flows**

Information kept by VFA & FV may be made available to persons outside Victoria. Information you provide that is not for publication will only be provided to recipients outside Victoria as provided under the Act.

### **Sensitive Information**

Additional requirements apply to handling of what the Information Privacy Act 2000 (Victoria) defines as "sensitive information". For this reason, please do not provide information that falls within that category.

For further information or assistance, please contact:  
Victorian Fencing Academy  
3 Martin St  
Box hill North Vic 3129

### **Correction of Errors**

VFA & FV is committed to the protection of your privacy. However, human errors can occur. If the information we are holding is incorrect, or you feel we have not complied with our policy, please contact us on the above address. We will respond promptly, and if we have made a mistake, we will rectifying the situation if possible, apologise personally and take all reasonable action to ensure that it does not happen again.