

HILLS BASKETBALL ASSOCIATION LTD

PO Box 6426, Baulkham Hills BC, NSW, 2153

Phone: 02 9894-8944

Email: info@hillshornets.com.au

Website: www.hillshornets.com.au

ABN 26 667 459 814

Organisation:	Hills Basketball Association Ltd
Policy Name:	Privacy & Confidentiality Policy
Effective Date:	01/01/2025
Approved by:	CEO
Reviewed:	Annually

1. Purpose

The protection of personal information is important to Hills Basketball Association Ltd (HBAL). HBAL is committed to respecting your right to privacy and the security of personal information. This policy outlines how HBAL and associated Australian Basketball Organisations (ABOs) collect, use, store, disclose, and protect personal and sensitive information in accordance with the Privacy Act 1988 (Cth), the Australian Privacy Principles (APPs), and other relevant privacy laws.

2. Definitions

For the purposes of this policy, an **Australian Basketball Organisation (ABO)** includes:

- Basketball Australia (BA);
- Basketball NSW (BNSW);
- Recognised basketball leagues under BA or BNSW;
- Affiliated clubs and associations linked to HBAL.

3. Scope

This policy applies to:

- Members, players, parents/guardians, coaches, officials, and program participants;
- Employees, volunteers, and contractors;
- Website users, online registrants, and subscribers;
- Any third party who interacts with HBAL or its affiliated ABOs.

4. What Personal and Sensitive Information We Collect

a) Personal Information

Personal information is information or an opinion that identifies an individual. This may include, but is not limited to:

- Full name, contact details, date of birth, gender;
- Emergency contacts;
- Credit card or payment information;
- Employment and volunteer history;
- Communication history with HBA.

b) Sensitive Information

Sensitive information includes information or opinions about an individual's:

- Racial or ethnic origin;
- Political and religious beliefs;

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- Membership of professional or trade associations;
- Sexual orientation or practices;
- Criminal history;
- Health, genetic background, or disability status.

HBA and ABOs will only collect sensitive information where necessary and with your express consent.

5. How We Collect Information

Information may be collected:

- When you register with HBAL or affiliated ABOs;
- When completing surveys, feedback forms, consent forms, or incident reports;
- Via online systems such as Let Me Play, The Basketball Network, or Basketball Connect;
- Through direct contact (phone, email, social media);
- When participating in programs, competitions, or events;
- During purchases or employment/volunteer applications;
- From third parties such as the Australian Institute of Sport or government agencies.

6. Information Storage and Protection

HBAL stores data both digitally and physically with appropriate safeguards in place. Much of this data is entered into the Let Me Play system and The Basketball Network, hosted by Basketball Connect. Information may be combined across platforms to enhance service.

Security measures include:

- Secure access and password protection;
- Confidentiality agreements with staff and service providers;
- Privacy controls for websites and communications platforms.

7. Use and Disclosure of Information

a) Use

HBAL and ABOs may use your information to:

- Verify identity and complete background checks;
- Manage competitions, memberships, programs, and communications;
- Respond to emergencies or administer medical care;
- Develop and market basketball activities and related services;
- Maintain safe environments and meet compliance obligations.

b) Disclosure

Information may be disclosed to:

- Other ABOs and recognised basketball bodies;
- Insurers, legal and compliance advisors;
- Third-party service providers (e.g., IT, marketing, communications);

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- Government departments and law enforcement (as required);
- Overseas parties where necessary, with appropriate safeguards.

8. Website, Cookies & Online Data

HBAL and ABO websites may collect usage data and use cookies to improve user experience. Cookies help remember preferences and may store limited personal data. Users can disable cookies in their browser settings.

External sites linked to HBAL websites are not covered by this policy, and HBA is not responsible for their privacy practices.

9. Direct Marketing and Communication

By providing your information to HBAL, you consent to:

- Receiving emails, SMS, and other communications (with opt-out options);
- Being contacted regarding programs, events, or offers.

You can opt out of marketing at any time by contacting HBAL Privacy Officer.

10. Access and Correction of Personal Information

You may request access to or correction of your personal data by contacting the HBAL Privacy Officer. Requests will be addressed within 14 days and fulfilled within 30 days, where practicable.

11. Complaints and Breaches

Any complaint or concern related to the handling of your personal information should be directed to:

Privacy Officer

Hills Basketball Association Ltd

PO Box 6426, Baulkham Hills Business Centre, NSW, 2153

Email: steve@hillshornets.com.au

Phone: 02 9894 8944

We will respond to complaints within 30 days and aim to resolve them within 90 days. If unsatisfied, individuals may escalate complaints to the Office of the Australian Information Commissioner (OAIC): www.oaic.gov.au.

12. Review

This policy will be reviewed annually or earlier in the event of a significant privacy incident, legislative change, or structural update within HBA.