PRIVACY and EVENTOR PERMISSION & USAGE POLICY

Note: This policy is an adoption by Orienteering SA of the OA Policy (April 2020) with Appendix 3 describing the Eventor permissions policy as it specifically relates to Orienteering SA. This Appendix is consistent with the overriding Orienteering Australia policy (from OA Operational Manual 1.19)

Orienteering Australia takes the privacy of its members seriously. Whilst Orienteering Australia and its affiliates fall below (except with respect to sensitive information) the size threshold over which private-sector organisations are required to comply with the Privacy Act, Orienteering Australia complies with the Act's principles as a matter of good practice.

1   The Executive Officer shall be the Privacy Officer of Orienteering Australia with responsibility for the administration of this policy and the development and management of appropriate practices in accordance with the policy.

2   Orienteering Australia encourages all member State/Territory Associations to adopt privacy policies compatible with that outlined below.

3   Within Orienteering Australia and its member Associations, personal information is collected for a number of purposes
  - membership data / information
  - event registration (entry forms) and results
  - team / squad registration (including health and medical details)
  - team / squad / officials feedback forms
  - surveys (carried out from time to time)
  - applications for positions in Orienteering Australia
  - provision of information to and from the IOF, and agencies such as the ASC, ASADA and other anti-doping organisations, and the Australian Sports Foundation.
  - photographs of orienteers (to be used in publications, publicity, etc.)

The above can include information in printed or electronic form, including on websites.

4   For all of the above:
  - Information must only be collected that is necessary, lawful and practicable.
  - The details of the organisation/representative collecting information must be disclosed together with the purposes for collecting the information.
  - Where practicable, the person providing the information shall be given the opportunity to remain anonymous, and not to be included in publicly available documents such as membership directories.
  - Individuals must be advised on:
    ➢ their right to access files in which their personal information is included,
    ➢ on their right to inspect and if necessary correct any of the information held regarding their personal data, and
    ➢ their right to complain about possible breaches of privacy.
  - Where sensitive information (see Appendix 1 for a definition) is required (such as for teams travelling interstate or overseas), individuals should be informed of:
    ➢ the necessity to provide all the required information;
    ➢ the risks to them if the requisite information is not provided;
    ➢ how the information is retained; and
    ➢ after what period the information will be destroyed.

5   Information contained in membership databases relating to a member may, unless directed otherwise by that member, be shared between Orienteering Australia and the State Association and club of that member. An individual's membership status may also be disclosed to event organisers and other authorised officials for purposes such as ascertaining that individual's eligibility for competitions, or for other rights or privileges of membership (such as reduced entry fees).

6   Orienteering Australia and its affiliated State Associations and clubs publish, from time to time, photographs of participants in orienteering events in printed publications, on websites or through social media channels. Orienteering Australia will, upon request by an individual or their parent/guardian (either prior to or after publication), remove, de-identify or not publish such photographs. (Further material relating to photography, particularly of minors, is contained in the Member Protection Policy).

7   Except as provided for in clauses 3 and 5 above, Orienteering Australia will not disclose information to any other person or organisation except where there is a legal requirement to do so (in particular, requirements under state incorporation laws relating to registers of members), the individual specifically consents to do so, or where Orienteering Australia adopts a specific policy to do so.

8   To ensure compliance with its license with the Swedish Orienteering Federation Orienteering Australia, under the terms of its license, Orienteering Australia, as the license holder of Eventor in Australia, Orienteering Australia's permission and usage policy is included as Appendix 2.

Managing permissions is the responsibility of each state/club and therefore each state/club should establish their own process.
- It is recommended that managing permissions should be reviewed annually as part of the AGM or the first meeting thereafter, and
- Relevant permissions should be granted to facilitate management of the state/club activities without having to rely on a single individual.

SENSITIVE INFORMATION

The Australian Privacy Act 1988, as amended by ACT No 73 of 2008 defines sensitive information as set out below

sensitiveinformation means:
- (a) information or an opinion about an individual's:
  - (i) racial or ethnic origin; or
  - (ii) political opinions; or
  - (iii) membership of a political association; or
  - (iv) religious beliefs or affiliations; or
  - (v) philosophical beliefs; or
  - (vi) membership of a professional or trade association; or
  - (vii) membership of a trade union; or
  - (viii) sexual preferences or practices; or
  - (ix) criminal record;

  that is also personal information; or
- (b) health information about an individual; or
- (c) genetic information about an individual that is not otherwise health information.

EVENTOR PERMISSION & USAGE POLICY

1.Eventor Permission Policy

This policy augments the Operation Manual section 1.19 Privacy Policy with specific information pertaining to the granting of permissionswithin Orienteering Australia's membership and event management system Eventor.

2. Eventor has a hierarchical permission system with clubs being related to a state and each state being related to Orienteering Australia as shown in the following diagram

2. Administrators at a specific level can create Administrators at that level and below i.e.an Administrator at ONSW level can assign Administrator rights at ONSW level and any ONSW affiliated clubs.

3. There are6permission typesavailable in Eventor;
   - Super Administrator–Only available at Orienteering Australia level. Can add/edit permissions/events at any level. Capable of seeing details of any registered person in Eventor.
   - Finance Administrator–Only available at Orienteering Australia level.
   - Administrator–Can add/edit permissions/events at the nominated level and any levels below.Only Administrators can assign permissions to individuals and view detailed information about them.
   - Event Organiser–Can create/edit events at the nominated level and any level below
   - Entry Manager–Can administer event entries at the nominated level and any level below
   - Member–The basic permission type. At a club level a member can create an event. A member is unable to view details of any other member.

4. For the sake of clarity, Orienteering Australia has granted permissions to 9 individuals, comprising;

    2.   4 Super Administrators (3 are from software owners)
    ii. 5 Administrators who all assist with responding to queries, and
    iii. 2 Event Organisers
    iv. From time to time additional peopleare added to expedite event management for national carnivals. The permissions are revoked immediately after results for the relevant events have been uploaded.

5. Permissions will only be granted to those individuals who have a current Working withChildrenCheckor equivalent.

6. Permissionswill be reviewed on an annual basis.

7. Those with permissions will adhere to the Orienteering Australia Privacy Policy (see section 1.19 of the Operational Manual).

8. Managing permissions is the responsibility of each state/club and therefore each state/club should establish their own process.
    - It is recommended that these be reviewed annually as part of the AGM or the first meeting thereafter.
    - Relevant permissions should be granted to facilitate management of the state/club activities without having to rely on a single individual.

9. To view/edit permissions log in to Eventor, select the relevant organisation using the dropdown menu under your name and navigate to https://eventor.orienteering.asn.au/OrganisationAdmin/EditRolesForOrganisation?myOrganisation=true

2. Eventor Usage Policy

Under the terms of its license, Orienteering Australia, as the license holder of Eventor in Australia, advises that the events listed on Eventor are for the sole purposes of promoting orienteering and orienteering events by affiliated state associations and the affiliated clubs of a state association. Until such time as there is an agreement between OA and other third-party organisations (e.g. rogaining associations and commercial organisations), third-party events must not be listed. For the avoidance of doubt, OA shall be consulted with regards to the consideration of any activity outsidethe scope of this directive.

Appendix 3 Eventor permissions policy in relation to Orienteering SA

As adopted by OSA Council 18.8.2020

1. **State Level Admin:** This allows full access to all available functions at state and club level as well as access to personal details of members of all clubs and Casuals SA. It also allows them full access to all events listed by Orienteering SA on Eventor and to approve state level and national events being conducted by Orienteering SA. This role will be assigned by the IT Manager or a member of Executive following the AGM each year. Once the transition is complete the retiring person(s) will be removed by the IT Manager or a member of Executive. The role will be held by the following: OSA Executive (President, Secretary, Treasurer) IT Manager, Technical Officer. Others may be included with the agreement of executive where a specific role requires it.

2. **State Level Event Organiser & Entry Manager:** This allows full access to all aspects of an event listed on Eventor by Orienteering SA or a member club. These rights will also be assigned to members of clubs assigned these rights at club level. This is to enable these people to copy class lists from other clubs while setting up their events in Eventor. It also means they can take full responsibility for an Orienteering SA event. These rights can be maintained as long as they continue to be involved in the running of events. Clubs to inform the IT Manager or a member of OSA Executive if a person needs to be added or removed from access

3. **Club Level Admin:** This allows full access to all available functions at their club level as well as access to personal details of members of their clubs and Casuals SA. It also allows them full access to all events listed by their club on Eventor. A State level admin on request will assign State Level Event Organiser & Entry Manager access. This role will be assigned following the Club AGM each year by the club secretary or a member of club executive. Once the transition is complete the retiring persons should be removed unless agreed otherwise by the club executive. The role will be held by the following: Club Executive (President, Secretary, Treasurer) Others may be included with the agreement of club executive where a specific role requires it.

4. **Club Level Event Organiser & Entry Manager** This allows full access to all aspects of an event listed on Eventor by a member club. These rights can be maintained as long as they continue to be involved in the running of events. On request to a State admin State Level Event Organiser & Entry Level Access will be assigned as long as they continue to be involved in the running of events. Clubs to inform the IT Manager or a member of OSA Executive if a person needs to be added or removed from access

 Note for Club Admins: To assign or edit roles go to Administration -> Roles **P6**