Privacy Policy

Aim

AUSC recognises the importance of protecting the privacy of information collected about our members, in particular information that is capable of identifying an individual. This Privacy Policy governs the manner in which your personal information, obtained through our normal operating systems (including online), will be dealt with to insure that it is consistent with privacy laws in Australia.

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1 Revision

This policy is to be maintained and reviewed by the AUSC Committee.

2 Application

This policy applies to all members.

3 Definitions

AUSC – Adelaide University Scuba Diving Club

AUSF – Adelaide University Sport and Fitness

4 Type of information collected

AUSC may ask for personal and sensitive information of members where the club has a duty of care in sporting events and activities. These details include:

- Contact details
- Medical information
- Religious background
- Date of birth
- Emergency contact etc.

5 Use of information

All personal information submitted to AUSC is used only for the purpose for which it is submitted or for such other secondary purposes that are related to the primary purpose, unless we disclose other uses at the time of collection.

Your personal information may be disclosed to a third party such as boat handlers, trip coordinators, social event planners, instructors or other training provider who may have direct duty of care over a member or participant. In this instance, that person or organisation is expected to maintain security and confidentiality of the information to which they have access. In the case where emergency services such as the Police or Paramedics are called, they are expected to make this information available to these services if required.

In special situations where we have reason to believe that the releasing of information is necessary to identify, contact or bring legal action against anyone when our rights, property, members or others could be harmed by activities, we will do so after seeking advice from AUSF. We may also disclose personal information when we believe in good faith that the law requires disclosure.

6 Security of information

We strive to ensure the security, integrity and privacy of personal and sensitive information submitted to AUSC. Unfortunately, no data transmitted over the Internet or stored online can be guaranteed to be completely secure. However, with the assistance of our technology providers and our AUSF managed membership system, we will endeavour to take all reasonable steps to protect the personal information you may transmit to us or from our online products and services.

Once we receive your information, we will make our best efforts to ensure its security on our systems. Once your information is no longer needed, we will ensure that it is destroyed in an appropriate manner suitable for its type (i.e. electronically or hard copy).

AUSC will not be held responsible for events arising from unauthorised access to your personal information.

AUSC Committee may need to keep club member's personal information on personal computers, and will ensure the security of this information and its management is in line with this policy.

7 Use of image

Those taking part in AUSC activities may have their image taken and used for promotional purposes. If you do not want your image taken or used, please advise AUSC committee members at the time. If you believe that your image has been used in an unsuitable way, please notify AUSC committee immediately. They will endeavour to remove your image when possible.

Special considerations apply for photography of children and young people under the age of 18. Please refer to our Child Safe Environments Policy.

8 References

AUSF *Privacy Policy*, approved by AUSF 14 April 2026,
https://www.adelaideunisport.com.au/clubsupport/essential-club-documents

9 Document control

Revision (Date)	Person	Comments
0 (13/10/2015)	**Author:** David Warren **Reviewed:** Committee (via Meeting 13/10/2015) **Approved:** David Warren	Document released to club membership.
1 04 Apr 2023	**Author:** Tim Brown	Amend letterhead and references to AU Sport & Fitness.
2 08 Jul 2026	**Author:** Jade Bruggeling **Reviewed:** Committee (via Meeting 13/08/2026) **Approved:** Committee (via Meeting 13/08/2026)	Add definitions for AUSF and AUSC Change AU Sport to AUSF in document body Change personal information to personal and sensitive information Add emphasis that the membership system is run by AUSF Add information disclosures for trip coordinators Add information disclosure for social event planners Add information disclosure for training providers Change Information disclosure from coaches to instructors Add reference to specific requirements for under 18 pictures Update policy reference to current AUSF privacy policy