



NTIS

NORTHERN TERRITORY INSTITUTE OF SPORT

Privacy Notice

The Northern Territory Institute of Sport (NTIS) is a unit of the Department of Sport, Recreation and Racing. The NTIS is committed to ensuring that your personal and health information is handled in accordance with the *Information Act* (NT) which apply to the NTIS.

The Information Privacy Principles ("IPP"), as set out in Schedule 2 of the *Information Act* (NT), protect the privacy of personal information held by Government by ensuring that it may only collect information necessary for its functions, activities and services. The *Information Act* (NT) can be read in full online by accessing: www.austlii.edu.au/au/legis/nt/consol_act/ia144/

The personal information that the NTIS holds will depend on the nature of the activity or service. It may include (but is not limited to) a person's name, contact details, date of birth, occupation, school, qualification, photo, video and audio records. The NTIS also holds sensitive personal information, for example information about health, disability, racial or ethnic origin, and employment histories. The NTIS may collect sensitive information when:

- providing health or employment counselling services to persons (for example to an athlete); or
- it is required to provide specific services (for example in allocating targeted funding).

If the NTIS conducts online collaboration, social media or market research, it may also ask for public opinions about its services or staff. The NTIS will treat these opinions as personal information in accordance with the Australian Privacy Principles (APPs) if they contain personally identifiable information.

If it is reasonable and practical to do so, the NTIS will collect personal information directly from the persons concerned with their consent. This may be through NTIS application forms, over the telephone, the Internet, or in person. Where assessments are carried out at the request of a third party, for example, Peak Sporting Body, we may collect personal information from the third party.

If persons log into NTIS intranet/extranet services, information will be collected from them to confirm their identity.

Your information may be held in a variety of ways, including in paper or electronic forms. The NTIS has an electronic documents and records management system that is fully compliant with government and archival standards and legislation.

The NTIS may also hold or receive some information on cloud based systems. Where this occurs the relevant service will be compliant with the privacy and security standards which meet current government requirements to protect personal information.

We seek to protect your information from unauthorised access loss and other misuse by allowing only restricted access to authorised personnel to your information.

The only people who are authorised to handle or have access to personal information are those employees of the NTIS and those who perform services for the NTIS who need personal information to carry out their obligations to NTIS.

All employees of the NTIS are bound by the Northern Territory Public Service Code of Conduct: [www.ocpe.nt.gov.au/data/assets/pdf_file/0003/55389/EI_12 - Code of Conduct.pdf](http://www.ocpe.nt.gov.au/data/assets/pdf_file/0003/55389/EI_12_-_Code_of_Conduct.pdf) issued in accordance with section 16 of the *Public Sector Employment and Management Act*, and must not misuse personal information. Those who perform services on the NTIS's behalf but are not employed personnel are also bound by [NTIS Code of Conduct for Non Employed Personnel](http://www.sportandrecreation.nt.gov.au/nt-institute-sport/coaches) (www.sportandrecreation.nt.gov.au/nt-institute-sport/coaches) which prohibits the misuse of personal information.

If we no longer require an individual's personal information, we will take reasonable steps to destroy it in a secure manner or remove identifying features from it. This is subject to any legal obligation (such as the *Information Act (NT)*) that requires the NTIS to keep information for a certain period of time).

Sometimes the NTIS may provide personal or sensitive information to external organisations. Generally, these are organisations that help the NTIS conduct its programs and activities. These organisations may include:

- sport partners (sporting organisations with whom we have agreements to provide funding or services);
- cloud based services that host NTIS data on its servers;
- authorised representatives of the NTIS;
- payment systems operators (for example, Department of Business to make athlete reimbursement payments); and/or
- person's representatives (for example a parent, coach, legal adviser, manager).

Video, audio, photos may be posted on social media, such as, but not limited to, YouTube, and Facebook, for the purpose of providing sports information and education. These services are cloud based and may be hosted outside of Australia including places like the USA that do not have the same privacy laws.

The NTIS strives to limit the information it provides to outside organisations to what they need to provide their services to us - or to provide services to NTIS clients. The NTIS ensures that any organisation that it contracts with:

- meets the privacy standards required by the NTIS in protecting personal information and complies with the *Information Act (NT)*; and
- uses the personal information provided only for the purposes of the specific service being provided to the NTIS, and for no other purpose.

The NTIS may also need to provide personal information to others outside the NTIS where:

- the information relates to a sports drug and safety matter or is otherwise relevant to the performance of the functions of the Australian Sports Anti-Doping Authority and as such may be provided to the Australian Sports Anti-Doping Authority;
- the NTIS is required to by law or has a public duty to do so. For example, a Court, a regulator (the police can compel the NTIS to disclose personal information to them); or

- persons have expressly consented to their personal information being supplied to others for particular purposes.

You may access personal and health information that the NTIS holds about you, upon reasonable request, subject to any exceptions in relevant legislation. If you believe that the information we hold about you is incorrect, please notify us in order that we may correct it.

If you wish to seek access to your personal or health information or inquire about the handling of your personal information, please contact the Department's Executive Officer Events in the first instance. Any person who believes that the NTIS holds personal information about them may contact the Department to seek access to that information.

Department of Sport, Recreation and Racing phone: 8999423