

Rowing SA Privacy Policy

Policy number	PP001	Version number	2
Drafted by	Christine Newberry / Andrew Swift	Board approval on	
Person Responsible	Andrew Swift	Scheduled review date	June 2026

1. Introduction

This Privacy Policy explains how Rowing South Australia Inc. (Rowing SA) collects, stores, uses and discloses personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

As the State Sporting Organisation for rowing in South Australia, Rowing SA manages events, programs, venues, competitions and services that require us to handle a wide range of personal information. The information we collect varies depending on your relationship with Rowing SA — for example, whether you are a participant, club member, volunteer, coach, school representative, parent, official, sponsor, or visitor to a Rowing SA venue.

Rowing SA respects your privacy and handles all personal information responsibly and for purposes directly connected to the administration, development, promotion and safe delivery of rowing in South Australia.

Rowing SA may amend this policy periodically. The updated version will be available on our website and will apply to all personal information held by Rowing SA at the time of publication.

2. The types of personal information we collect and hold

Rowing SA may collect and hold the following types of information, depending on your interaction with us.

2.1 General Purposes – Members of the Rowing Community

Rowing SA collects information needed to register individuals, administer regattas and programs, manage membership and provide safe, compliant sporting services. This may include:

- Name, gender, date of birth and age group classification
- Contact details (address, email, phone)
- Emergency contact or next-of-kin information
- Rowing club or school affiliation
- Rowing Manager identifiers
- Role (member, coach, volunteer, official, spectator)
- Rowing history, event entries and results
- Safety or incident-related information
- Volunteer accreditation, induction and compliance records
- Boat licence details (where required for volunteering or safety roles)
- Venue access records (keys, sign-in logs)

2.2 Additional Information for Specific Relationships

Depending on your involvement with ROWING SA, we may also collect:

- Payment or reimbursement information
- Working With Children Check (WWCC) or clearance information
- Medical or accessibility information (e.g., allergies, relevant health notes for safe participation or emergency treatment)
- Information needed for school programs or junior-athlete supervision
- Footage or photography collected at Rowing SA events or venues
- Information you provide in Rowing SA incident reports or risk forms

Rowing SA does not collect high-performance medical data or national-team level information unless directly provided for a specific purpose (e.g., exemption requests, safety-related information at regattas).

2.3 Sensitive Information

Rowing SA only collects sensitive information where reasonably necessary and permitted under the Privacy Act. This may include:

- Health information required for emergency response or safety planning
- Information necessary to manage injury exemptions, withdrawals or incident reporting
- Details related to child safety and safeguarding obligations

Sensitive information is collected with your consent, unless an exemption applies (e.g., emergency situations).

3. How Rowing SA Collects Personal Information

3.1 Direct Collection

Rowing SA collects personal information directly from you when you:

- Register for rowing competitions or programs
- Create or update a Rowing Manager profile
- Complete volunteer, official, or coach induction forms
- Submit an incident, first aid, or safety report
- Communicate with ROWING SA by phone, email or online
- Enter events via Regatta Manager or other race systems
- Access Rowing SA venues or facilities
- Make a payment or request reimbursement

3.2 Third-Party Collection

We may also receive personal information from:

- Rowing clubs and schools
- Rowing Manager, and associated IT systems
- Event hosts, regatta organisers and venue partners
- Schools involved in rowing programs
- Government agencies (e.g., Office for Recreation, Sport and Racing)
- Service providers (ticketing, finance systems, volunteer software)
- Parents or guardians of junior participants
- Medical providers attending events in emergencies

Where Rowing SA receives information from third parties, we take reasonable steps to notify you of the collection and explain how it will be used.

3.3 Website, Cookies and Analytics

When you visit Rowing SA's website, we may collect:

- Device and browser information
- Usage and interaction analytics
- Cookie-based data to improve functionality

This information is primarily statistical and not personally identifiable.

4. How Rowing SA stores and protects your personal information

Rowing SA holds information in both electronic and hard-copy formats. Locations may include:

- Rowing SA-managed IT systems
- Cloud-based providers (e.g., Rowing Manager's hosting environment)
- Event entry systems hosted in Australia or internationally
- Secure office filing systems

Rowing SA implements reasonable security measures including:

- Access-controlled systems
- Restricted staff privileges
- Secure storage of physical documents
- Password-protected files and systems
- Regular review of access to keys/fobs at Rowing SA venues
- Incident reporting and response procedures for data breaches

If any personal information is held overseas by third-party systems (e.g., US-based servers), Rowing SA takes reasonable steps to ensure that equivalent privacy protections apply.

5. How Rowing SA uses personal information

Rowing SA uses personal information for purposes including:

- Registering athletes, coaches, volunteers and officials
- Running, managing and delivering regattas and programs
- Ensuring compliance with Rowing SA and Rowing Australia rules
- Coordinating safety, venue access and emergency procedures
- Administering incident and hazard reporting
- Processing payments, reimbursements and memberships
- Communicating with clubs, schools and participants
- Delivering training, induction and accreditation programs
- Maintaining historical rowing data and results
- Monitoring venue safety and compliance
- Conducting surveys or program evaluations
- Providing information about Rowing SA events, opportunities and updates

5.1 Marketing

Rowing SA may send information about Rowing SA events, programs, volunteer opportunities, community news and partner offers that benefit rowing participants. You may opt out at any time.

If you do not provide requested information

Rowing SA may be unable to:

- Register you for events
- Allow venue access

- Process your membership or volunteer accreditation
- Respond to incidents or safety concerns
- Communicate essential information
- Provide refunds or reimbursements

6. When Rowing SA discloses personal information

Rowing SA may disclose your personal information to:

- Your affiliated rowing club or school
- Rowing Australia and other State/Territory Rowing Associations
- Regatta and event entry system providers
- Government agencies (e.g., ORSR, SafeWork SA where legally required)
- Volunteers and officials needing information for operational duties
- Emergency services
- Insurance providers
- Rowing SA-approved service providers (IT, finance, ticketing, venue operations)
- Professional advisers (legal, financial, security)

6.1 Overseas Disclosure

If your information is processed in systems hosted overseas (e.g., US-based regatta software), Rowing SA takes reasonable steps to ensure APP-compliant protections.

7. Access, Correction and Complaints

7.1 Access to Information

You may request access to personal information held about you by emailing Rowing SA. Rowing SA may verify your identity before releasing information.

7.2 Correction

If your information is inaccurate or out of date, Rowing SA will take reasonable steps to correct it upon request.

7.3 Complaints

If you have a privacy concern, you may contact Rowing SA directly. Rowing SA will investigate and respond within a reasonable timeframe.

If you are not satisfied with the response, you may contact the Office of the Australian Information Commissioner (OAIC).

8. Contacting Rowing South Australia Privacy Officer

Rowing South Australia Inc.
 100 Military Road, West Lakes Shore SA 5020
 Email: admin@rowingsa.asn.au
 Phone: (08) 8242 3288