

ASC Procedures for accessing and correcting personal information.

Prepared by

**ASC Privacy Officer**

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**Introduction**

Under the *Privacy Act* *1988,* you have a right to access your personal information that is held by Commonwealth agencies. You also have a right to request corrections to any personal information that we hold about you if you think that it is inaccurate, out-of-date, incomplete, irrelevant or misleading.

There are no fees or charges for providing access to or correcting personal information.

**Access to information**

You can make a request under the Privacy Act to access your personal information by emailing privacy@ausport.gov.au or by writing to:

Privacy Officer
Australian Sports Commission

PO Box 176 Belconnen ACT 2616

**Access to Health Information**

If you have received medical care from the ASC you are able to access a medical health summary.

This summary may not include all of an athlete’s information – for example it will not contain testing, performance, results or data from wearable devices.

The summary is tailored to provide information of use to your treating physician in the management of any ongoing health issues and as a record of medical events.

You can make a request for a medical summary by emailing privacy@ausport.gov.au or by writing to:

Privacy Officer
Australian Sports Commission

PO Box 176 Belconnen ACT 2616

**Privacy Act correction and annotation**

You can make a request under the Privacy Act to correct your personal information by emailing privacy@ausport.gov.au.

The Privacy Act (APP 13) sets out minimum procedural requirements for the correction or annotation of personal information. The ASC is obliged to take reasonable steps to correct or annotate your personal information.

You can also request that we take reasonable steps to notify any other agencies or organisations of the correction to your information that we previously provided to them.

If you make a Privacy Act correction or annotation request, but are dissatisfied with the results, you can subsequently make a request under the FOI Act to amend or annotate the information.

You can make a request under the FOI Act by emailing foi.officer@ausport.gov.au.

**Evidence of identity**

In all cases where a request relates to documents that contain your personal information, we will ask you to provide evidence of your identity before we deal with your request

If another person has authorised you to make a request on their behalf, we will ask you for the letter authorising you to make the request. If you are seeking documents containing personal information on behalf of another person, we will ask for evidence of both identities, showing clearly that you are the person who is authorised to apply on behalf of the other person.

Acceptable identity documents include:

* a passport
* an Australian driver licence, or
* any other official identification in the English language which contains your photo, signature and address.

Copies of identification documents should be certified as true copies of the originals by a person with the power to witness a Commonwealth [statutory declaration](https://www.ag.gov.au/Publications/Statutory-declarations/Pages/default.aspx).

**Letter of authorisation for requests made on behalf of another person**

If a person is making a request on behalf of another, we require a signed letter of authorisation specifically authorising the agency to either send documents to that person or allow that person to inspect the documents containing the other person's personal information.

If you need help with your request, email privacy@ausport.gov.au or write to:

Privacy Officer
Australian Sports Commission

PO Box 176 Belconnen ACT 2616

There are no charges for providing access to or correcting personal information.

**Privacy collection notice**

We will only collect your personal information where it is reasonably necessary for or directly related to our functions under the *Privacy Act 1988.*

We may collect your name, postal address, email address and contact number so that we can contact you about your request under the rivacy Act for access to or correction of personal information. As these requests concern personal information, we will need to verify your identity. We will collect the minimum amount of evidence necessary to do that.

Another person may have authorised you to make a request on their behalf. In that case we will ask you for the letter authorising you to make the request. If you are making a request on behalf of another person, we will ask for evidence of identities of both people, showing clearly that you are the person who is authorised to apply on behalf of the other person. We will collect the minimum amount of evidence necessary to do that.

The handling of your personal information is protected by the *Privacy Act 1988* and our [privacy policy](https://sportaus.gov.au/legal_information/privacy_policy). If you have an enquiry or complaint about your privacy, you may contact the Privacy Contact Officer at privacy@ausport.gov.au.

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