Privacy Notice

The Northern Territory Institute of Sport (NTIS) is a business unit of the Department of Tourism and Culture. The NTIS is committed to providing Northern Territory athletes with high performance services (including development and coaching of athletes, coach education, providing education and sports information, providing support to athletes (sports medicine, sport psychology, physical preparation, nutrition, financial and personal excellence) and is responsible for leading the delivery of world class talented athlete, coach and official development programs across the Northern Territory. The NTIS will ensure that your personal and health information is handled in accordance with the Information Act (NT).

The Information Privacy Principles set out in Schedule 2 of the Information Act protect the privacy of your personal information by ensuring that we only collect information necessary for our functions, activities and services. The Information Act (NT) can be read in full online by accessing: https://legislation.nt.gov.au/en/Legislation/INFORMATION-ACT. The NTIS collects personal information so it can plan, provide and report on its services. If the information is not provided, the NTIS may not be able to provide the services requested.

If it is reasonable and practical to do so, the NTIS must collect personal information about an individual directly from the individual. This may be through NTIS application forms, over the telephone, the Internet, or in person.

The personal information that the NTIS holds will depend on the nature of the activity or service provided. It may include your name, contact details, date of birth, occupation, education, qualification, photo, video or audio records. We may also collect your sensitive personal information, for example information about health, disability, racial or ethnic origin, and membership of professional associations for the reporting of NTIS athletes, squads and teams to the NT Government.

Your information may be held in a variety of ways, including in paper and electronic formats. Some of your personal information may be made available in the Australian Institute of Sport’s (AIS) national database known as the Athlete Management System (AMS). The purpose of the AMS is to develop a national database of information about Australian athletes including:

- athlete profile and administration data;
- performance data
- health and medical data;
- monitoring data such as training and wellbeing data; and
- competition, event schedules and results tracking data.

The AMS is used to assist Australian athletes in:
- tracking, analysing and reporting for high performance athletes, squads and teams;
- managing and developing training programs or other purposes related to managing athletes; and
research (subject to the de-identification of personal information and the approval of the AIS Human Research Ethics Committee.

The AMS and the data contained in it will not be used for commercial purposes.

Access to the AMS may be granted to your national sporting organisation and their employees and contractors and to medical, government or regulatory authorities that have responsibilities or functions in relation to your sport, including the Australian Sports Anti-Doping Agency. Sport Australia is required to comply with the Privacy Act 1988 (Commonwealth) as an APP entity. Sport Australia’s Privacy Policy contains information about how you may access your personal information that is held in the AMS, how you may seek correction of that information, how you may complain about a breach of your privacy by Sport Australia and how Sport Australia will deal with that complaint. De-identified data from the AMS may be used for research purposes. Some of the data from the AMS may be transferred overseas in limited circumstances for the operational purposes of the AIS (for example to the AIS European Training Centre), but there are no plans for offshore storage or disclosure of personal information. The contact details of Sports Australia are:

By post:
Sports Australia Privacy Contact Officer
Sports Australia
PO Box 176 Belconnen ACT 2616

or

By email: privacy@ausport.gov.au

The NTIS seeks to protect your information from unauthorized 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 Information Act and the Public Sector Code of Conduct issued in accordance with section 16 of the Public Sector Employment and Management Act. Those who perform services on the NTIS’s behalf but are not employed personnel are also bound by the Information Act (NT) or an equivalent legislation and the NTIS Code of Conduct for Personnel not employed by the NT Government which prohibit the misuse of personal information.

If we no longer require your personal information for any reason, we will take all reasonable steps to destroy it in a secure manner in accordance with NTIS’s Records Retention and Disposal Schedule or remove identifying features from our records.

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 (National and NT Sporting organisations);
- payment systems operators (for example, Department of Corporate and Information Services) to make athlete reimbursement payments); and/or
- your representatives (for example a parent, coach, legal adviser, manager).

The NTIS strives to limit the information it provides to outside organisations on a need-to-know basis. The NTIS ensures that any organisation that it contracts with:
• meets the privacy standards required by the NTIS in protecting personal information in accordance with the Information Act; and
• uses the personal information provided only for the purposes of the specific service requested.

The NTIS may also 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;
• where the NTIS is required or authorised by law to do so. For example, a Court, a regulator (the police can compel the NTIS to disclose personal information to them); or
• with your consent.

You may access your personal information that the NTIS holds. If you believe that the information we hold about you is incorrect, please notify us.

If you wish to make an inquiry or complaint about the handling of your personal information, please contact the Northern Territory Institute of Sport in the first instance.

Northern Territory Institute of Sport
Department of Tourism and Culture,
Level 1 Arafura Stadium
Marrara Sports Complex, Darwin NT 0812
PO Box 40844 Casuarina NT 0811
Telephone: (08) 8922 6811.

If the matter cannot be resolved you may make a complaint to the NT Information Commissioner – go to https://infocomm.nt.gov.au/privacy/make-an-inquiry-or-complaint.