## Appendix N Privacy Notice

This document is provided to outline the application of the Netball NSW Privacy Policy to matters that are investigated under the Netball NSW Member Protection Policy. Complaint handling is a key activity of Netball NSW to maintain standards and codes of conduct across NSW and its Affiliates.

Any information that is provided as a complainant, witness and/or respondent that is personal information is protected by the law. Personal information is defined under the Commonwealth *Privacy Act* as follows:

***Personal information*** means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

(a) Whether the information or opinion is true or not; and

(b) Whether the information or opinion is recorded in a material form or not.

NNSW’s policy is that complaints made by persons who wish to remain anonymous are not looked into as this precludes the respondent from being afforded procedural fairness. Generally, a person has the right to know who has said what about them to enable them an opportunity to have access to the complete circumstances surrounding allegations and incidents. This accords with Australian Privacy Principle 2.2—anonymity and pseudonymity- which provides that persons having the option of anonymity or the use of a pseudonym in relation to a particular matter does not have to be enforced where:

(a) It is impracticable for the APP entity to deal with individuals who have not identified themselves or who have used a pseudonym.

The investigation process requires information to be collected to enable all persons involved to be presented with the relevant information and evidence to enable persons to have the ability to provide input as required. Thus the primary purpose is to ensure all evidence pertaining to the complaint is collected and presented to the relevant persons during the process. This means that any information that you provide is going to be advised to those persons who are directly affected and/or implicated by the information that you provide. However, any information pertaining to your personal information such as your address, contact details and date of birth are not going to be disclosed to any other person. All information provided will remain confidential and treated as such and will only be utilised as part of the investigation process.

At the completion of the investigation process, a report will be drafted and delivered to the Hearing Officer who directed that the investigation take place. The information will be utilised to enable the Hearing Officer to determine how to proceed with the matter; nonetheless, the information will remain confidential and kept securely within Netball NSW premises. However, if it is deemed appropriate that the outcome be made available to the relevant Affiliate/s that you are involved in to ensure consistency of actions.

Any person who is part of the investigation has the right to seek a copy of the report however, in such an instance, privacy deletions will be undertaken to ensure that only that information that is relevant to the requester is provided.

By signing this document, you acknowledge the purpose of the investigation process and grant permission for the information you provide to be utilised during the investigation process in a manner deemed appropriate. You further acknowledge that confidentiality will be afforded you and your information at all stages, as required and appropriate.

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Name

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Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date