



## UQ SPORT LTD

### PRIVACY STATEMENT - UQ SPORTING SCHOLARSHIP APPLICATION

UQ Sport Ltd ABN 25 135 537 183, its subsidiaries, affiliates, and related entities in Australia (together as “UQ Sport”, “we” or “us”) are committed to protecting and managing personal information in accordance with the Australian Privacy Principles (“**APPs**”) established under the *Privacy Act 1988* (Cth) (“**Privacy Act**”) and in accordance with other applicable privacy laws.

The APPs provide a privacy protection framework that supports the rights and obligations of collecting, holding, using, accessing and correcting personal information. The APPs consist of 13 principle-based laws and apply equally to paper-based and digital environments.

This document is referred to as our **Privacy Statement**. It sets out our policies for managing your personal information including how we collect, use, hold, store, and disclose the information, namely in relation to a University of Queensland Sporting Scholarship Application “**UQ Sporting Scholarship Application**”.

In this Privacy Statement, “you”, “your”, or “applicant” refers to any individual about whom we collect personal information, including but not limited to the scholarship applicant, and their parent(s) and/or guardian(s) as appropriate.

Broadly speaking, when we are referring to personal information, we are referring to information or an opinion about you, or information that is reasonably recognisable as you. It includes information or an opinion that may or may not be accurate and recorded in a hardcopy or electronic form.

When we refer to sensitive information, we are referring to certain personal information that is more sensitive and may include health information or details of memberships of professional associations. Under the APPs, sensitive information is afforded a higher level of privacy protection and requires us to obtain your consent before collecting this type of information.

This Privacy Statement applies to your personal information regardless of how we collect it from you. When you submit information to us, including with respect to a UQ Sporting Scholarship Application, you are providing your consent to us collecting and managing your personal information according to this Privacy Statement.

### About UQ Sport, and the UQ Sporting Scholarship Application process

UQ Sport is a not-for-profit organisation committed to promoting sport, physical recreation and the benefits of a healthy lifestyle within the University of Queensland. UQ Sport manages, on behalf of the University of Queensland ABN 63 942 912 684 (“**UQ**”), the application process for the UQ Sporting Scholarship program, which comprises the following scholarships:

- UQ Sports Achievement Scholarship;
- UQ Sport Scholarship Ambassador Program;
- Clem Jones Sporting Scholarship; and
- Wensley Sporting Scholarship,

(each a “**Scholarship**” and collectively the “**Scholarships**”).

The Scholarships are UQ Senate-approved scholarships, whereby the relevant Scholarship selection committees are appointed by UQ.

Applicants must be at least fifteen (15) years of age at the time their UQ Sporting Scholarship Application is lodged.

UQ Sport prepares the UQ Sporting Scholarship Application form and receives all the applications via Formstack. Applicant information is stored on Formstack, however is deleted after the Scholarships are awarded, and information pertaining to scholarship recipients is exported from Formstack and retained by UQ Sport.



As part of the Scholarship application process, applicants will need to provide certain personal information, and for some Scholarships (such as the Clem Jones Sporting Scholarship and the Wensley Sporting Scholarship) applicants will need to provide documentation around the verification of their (or that of their parent/guardian's) financial status, as well as a personal statement.

Applicants are asked to include two sporting referees. Referees may be contacted about an applicant to confirm the results they have listed in their application. Sporting referees may be contacted by phone or e-mail. They will be provided with information including but not limited to the applicant's name, sport they play, and sporting achievements.

Some of the Scholarships may or may not be sport-specific, meaning that a UQ Sport affiliated club will be contributing money towards that scholarship, and as a result, the relevant UQ Sport affiliated club/s will assist in ranking their preferred applicants for endorsement by the relevant Scholarship selection committee.

Once applications are received, UQ Sport coordinates the shortlisting process, in conjunction with relevant sporting bodies (including but not limited to various State or National sporting organisations, as well as state academies or institutes of sport) and UQ Sport affiliated club/s as applicable. The relevant sporting bodies and UQ Sport affiliated club/s will be contacted by phone or email, and will be provided with information including but not limited to the applicant's name, sport they play, and sporting achievements.

UQ Sport uses the [FTEM](#) framework to rank applicants where applicable. FTEM is practical tool designed by the Australian Institute of Sport to capture different pathways in sport.

After consultation with the relevant sporting bodies and applicants' referees, UQ Sport will provide a ranked list (by sport) of the top number of Scholarship applicants to the relevant Scholarship selection committees. The number of shortlisted applicants will depend on the number of Scholarships available in a given year.

The Clem Jones Sporting Scholarship is maintained by an annual donation from The Clem Jones Foundation. The Clem Jones Sporting Scholarship has a financial hardship component whereby applicants provide their and/or their parent/guardian's ATO Notice of Assessment and/or Centrelink Statement. The UQ Senate may award a number of Clem Jones Sporting Scholarships in a year, on the recommendation of the Head (of the Selection Committee) after consultation with Clem Jones Group. UQ Sport provides the Clem Jones Group with all information pertaining to applicants of the Clem Jones Sporting Scholarship (including but not limited to applicant's personal details, sport achievements, personal statement, and all financial information supplied). This information is provided in hard copy to a nominated representative of the Clem Jones Group. The Clem Jones Group then go through applications and will rank their preferred applicants for endorsement by the Scholarship selection committee. The Clem Jones Group return hard copies of applications for shredding by UQ Sport. The Clem Jones Sporting Scholarship selection committee are provided with digital copies of applications for the Clem Jones Sporting Scholarship-shortlisted applicants with agenda documents prior to meeting. Such digital files are accessible via a password-protected Microsoft OneDrive folder, and are not accessible after the selection meeting.

The Wensley Sporting Scholarship is maintained by the Alumni Friends Giving Society endowment fund. The Wensley Sporting Scholarship has a financial hardship component whereby applicants provide their and/or their parent/guardian's ATO Notice of Assessment and/or Centrelink Statement. One Scholarship may be awarded each year on the recommendation of the Deputy Vice-Chancellor (Academic) of UQ. Selection of the Wensley Sporting Scholarship is by a selection committee established by the Deputy Vice-Chancellor (Academic) of UQ. UQ Sport provides the Wensley Sporting Scholarship selection committee with all information pertaining to shortlisted applicants of the Wensley Scholarship (including but not limited to applicant personal details, sport achievements, applicant personal statement, and all financial information supplied). Digital files of shortlisted applications for the Wensley Sporting Scholarship are provided to the Wensley Sporting Scholarship selection committee accessible via a password-protected Microsoft OneDrive folder, and are not accessible after the selection meeting.

The Scholarship selection committee members review applications in advance of selection committee meetings, and Scholarships are conditionally awarded at the selection committee meetings. Scholarships are then offered, but are only awarded after an applicant is offered and accepts a place to study at UQ (or has continuous enrolment). For those applicants that decline an award, the Scholarship is offered to the next ranked applicant (as per selection committee's recommendations which are minuted and UQ-approved via

the UQ Scholarships Office). Once all Scholarships are awarded, unsuccessful applicant information is deleted and/or destroyed (save for digital backups undertaken in the ordinary course of UQ Sport's business). Scholarship recipient information and supporting documentation is retained by UQ Sport, and the Scholarship recipient's name, sport, achievement and degree information is also shared with their UQ faculty/school and other relevant UQ divisions including the UQ Scholarships Office, UQ Marketing & Communication, UQ Academic Services, UQ Student Affairs, and UQ Sport may also produce a media release to the public in respect of the Scholarship recipient/s, and release the Scholarship recipient's name and Scholarship details to the relevant donors and supporters of the Scholarship program. Any hardcopy applications and/or information pertaining to applications or selection committee meeting documentation is otherwise deleted and/or destroyed.

## What information do we collect about you?

When a UQ Sporting Scholarship Application is lodged and/or when you contact us by phone, email or otherwise, we collect certain types of information about you, which may likely include:

- Contact Information & Personal Data: your name, date of birth, age, gender, address, email address, telephone details, Scholarship(s) applied for, how you became aware of the Scholarships, whether you are a current UQ student and the details of same including your student number, what program you are enrolled in, expected graduation date, and whether you are a member of a UQ Sport affiliated club, the name of your secondary school, the name of the University at which you are currently studying at, whether you intend to be studying at UQ as an undergraduate or postgraduate, your QTAC preferences including names of universities and degree name, what sport you are applying for a Scholarship in, your sporting discipline/team position/event, whether you have received a sporting scholarship in the last 2 years and the details of such scholarship, whether you have been selected for any leadership positions or awards within the last 18 months and the details of such achievements, whether you have represented your chosen sport at an international, national and/or state within the last 2 years and the details of such representations and/or achievements, your relationship to the applicant (in the case of sporting referee), your academic results, your personal statement outlining your financial circumstances and/or those of a parent/guardian, current academic results and most recent sporting achievements, and description as to how the scholarship will assist in achieving future sporting and academic aspirations, details about your and/or those of a parent/guardian's financial circumstances, and Australian Taxation Office Notice of Assessment, details about any means tested income support payments received from Centrelink including but not limited to Youth Allowance, Newstart Allowance, Austudy, ABSTUDY, Family Tax Benefit, Disability Support Pension and others, and Centrelink Allowance Statement.
- Government Related Identifiers: your tax file number, Centrelink Customer Reference Number, Centrelink Customer Access Number, and others.
- Sensitive Information: In limited circumstances, UQ Sport may collect information that is considered sensitive information. For example, race, ethnicity, visa, citizenship and residency status, membership of professional associations.
- Identification Documents: your driver's licence, passport or other photographic identification documents.
- Photographs & Videos: any pictures, videos, sound recordings and other audio-visual recordings that you provide to us, or authorise us to take of you.
- Other Information: any other administrative and additional information that you provide to us, or authorise us to collect, as a part of your interaction with UQ Sport.

We may collect personal information about children and other individuals below the legal age of majority (**Minors**). Where we consider those Minors do not have sufficient maturity and understanding to make decisions about their personal information, we will require their parents or guardians to make decisions on their behalf. However, in certain circumstances we may be unable to distinguish the age or identity of the people who contact us or whom lodge a UQ Sporting Scholarship Application. This may result in the

accidental collection of personal information from Minors without the consent of a parent or guardian. If this does occur, then we recommend that you contact us and ask for the personal information to be de-identified or destroyed.

You can always decline to give UQ Sport any personal information we request, but that may mean we cannot provide you with some or all of the services you have requested, including but not limited to our not being able to process your UQ Sporting Scholarship Application. If you have any concerns about the personal information we have requested, please let us know.

## **How and why do we collect and use your personal information?**

UQ Sport collects personal information reasonably necessary to facilitate its management, on behalf of UQ, of the application process for the UQ Sporting Scholarship program. We may also collect information to fulfil administrative functions associated with these services.

UQ Sport generally collects personal information directly from you. We may collect your personal information via the UQ Sporting Scholarship Application form, over the phone, by email, or when you visit our office in person.

We may also collect personal information about you from other sources, for example:

- an authorised person acting on your behalf;
- your sporting referees;
- our affiliated and related entities; and
- third-party agents, suppliers and contractors who assist us in operating our business.

We may receive information about you that we have taken no active step to collect. If this does occur, we recommend contacting us and asking for the personal information to be de-identified or destroyed.

The purposes for which UQ Sport usually collects and uses personal information depends on the nature of your interaction with us including but not limited to for the purposes of the UQ Sporting Scholarship program, but may include:

- communicating with you confirming your identity;
- responding to requests for information, complaints and enquiries;
- administrative, management and operational purposes;
- informing you about the UQ Sporting Scholarship program and/or your UQ Sporting Scholarship Application, including but not limited to respect to any news and updates in this regard;
- managing, planning, and administering the UQ Sporting Scholarship program;
- taking photographs, videos or other audio-visual recordings of you for testimonial, marketing or other promotional purposes;
- through surveillance and security cameras that capture your image;
- for any other purposes (including secondary purposes) that you would reasonably expect; and
- to enable us to comply with our obligations under the law.

You can always decline to give us your personal information, but that may mean that we cannot provide you with some or all of the services you have requested, including but not limited to our not being able to process your UQ Sporting Scholarship Application.

## **Who do we disclose your personal information to?**

During the conduct of our business, and specifically in the course of our management of the UQ Sporting Scholarship program, we may use and disclose your personal information to the following parties:

- our affiliated and related entities;
- our engaged contractors, agents, suppliers who assist us in operating our business;
- commercial partners under an agreed information sharing arrangement;
- our digital marketing agents;
- third party website service providers, website plugin or widget service providers, and digital storage providers, including but not limited to Formstack and Microsoft OneDrive;

- our professional advisors, such as our lawyers, accountants and financial advisors;
- relevant courts, tribunals or regulatory authorities and law enforcement bodies;
- anyone else to whom you authorise us to disclose your information or that would be reasonably expected; and
- other companies or individuals as necessary to enable us to manage the UQ Sporting Scholarship program, including but not limited to sporting referees, relevant UQ Sporting Scholarship selection committee/s, relevant UQ Sport affiliated club/s, the relevant divisions of the University of Queensland, the UQ Senate, the UQ Scholarships Office, UQ Marketing & Communication, the Deputy Vice-Chancellor (Academic) of the University of Queensland, UQ Academic Services, UQ Student Affairs, relevant sporting bodies (including but not limited to various State or National sporting organisations, as well as state academies or institutes of sport), the Clem Jones Group and Clem Jones Foundation, and the Alumni Friends Giving Society endowment fund.

UQ Sport takes reasonable steps to ensure that the third parties we engage take reasonable steps to protect your personal information following the APPs and in a similar manner with this [Privacy Statement](https://uqsport.com.au/wp-content/uploads/2022/08/UQSL-Privacy-Statement-UQ-Sporting-Scholarship-Applications.pdf) (available at: <https://uqsport.com.au/wp-content/uploads/2022/08/UQSL-Privacy-Statement-UQ-Sporting-Scholarship-Applications.pdf>) and the [UQ Sport Privacy Policy](https://uqsport.com.au/wp-content/uploads/2020/02/COR-A005.01-Privacy-Policy.pdf) (available at: <https://uqsport.com.au/wp-content/uploads/2020/02/COR-A005.01-Privacy-Policy.pdf>), and that they only use the personal information disclosed to them by us for the purpose that it was provided to them.

## Do we disclose personal information to overseas recipients?

Your personal information may be transferred to recipients located in countries that have data protection laws which protect personal information in a way which is at least substantially similar to the APPs. Accordingly, there may be mechanisms available to you to enforce the protection of your personal information under that overseas law. In the circumstances, we do not require the overseas recipients to comply with the APPs, and we will not be liable for a breach of the APPs if your personal information is mishandled. We also disclaim responsibility to the extent permitted by law and note that you may not have a remedy under Australian law.

## How do we hold, store and secure your personal information?

UQ Sport takes reasonable steps to protect your personal information from misuse, interference and loss and from unauthorised access, modification or disclosure. For example, we may maintain computer and network security, use firewalls and other security methods and other security systems such as user identifiers and passwords to control access to our computer systems.

Please be aware that there is no transmission method over the internet or through electronic storage that is fully secure and safe. We cannot guarantee the security of the personal information that we hold, but we do take reasonable steps to protect your information. If we are required by law to inform you of any misuse, interference, loss or unauthorised of your personal information, then we will notify you electronically, in writing, or by telephone.

Our websites, applications, or email systems may not use encryption or other technologies to ensure the secure transmission and receipt of information via the internet. Anyone lodging a UQ Sporting Scholarship Application, using our website, or receiving an email from us is encouraged to exercise care in sending personal information or depositing money via the internet. We recommend that you refrain from clicking any unsecured links or opening unknown attachments.

If you hold any concerns or become suspicious of any misuse, interference, loss or unauthorised access to the UQ Sporting Scholarship Application, our website, our email systems or to our business more generally, we ask that you contact us immediately to verify your concern or suspicion.

UQ Sport hold and store your personal information in paper-based files, other electronic record keeping methods in secure databases (including trusted third party storage providers based in Australia and overseas), which may include cloud-based storage providers.

### Paper-based Storage

Personal information may be collected in paper-based documents and converted to electronic form for use or storage (with the original paper-based documents either archived or securely destroyed).



#### Electronic Storage

Your personal information is usually collected in electronic form.

#### Third-Party Storage

Your personal information may be collected in electronic form for use or storage with a third-party storage provider that we engage.

We cannot ensure that your personal information is or will remain secure. This is due to us not having control over the third-party provider's policies and procedures concerning the handling and storing of your personal information.

### **What are the choices that you can make about your personal information?**

At any time, you can request us to:

- delete or destroy your personal information;
- de-identify your personal information;
- access or correct your personal information;
- provide you with a copy of your personal information.

Please understand that we may not be able to entertain your request if it is unlawful to do so or is otherwise impractical or unreasonable to do so in our discretion.

#### Delete or destroy your personal information

Until you request for it to be deleted or destroyed, your personal information is kept by us for as long as necessary to provide our services to you and for legitimate and essential business purposes, such as complying with our legal obligations or settling disputes. This means that your personal information can be held for some time.

#### Remaining Anonymous & De-Identification

UQ Sport may require you to provide specific details and information to enable us to provide our services to you. We try to allow you to stay anonymous or use a pseudonym in your dealings with us where it is lawful and practicable to do so. For example, when making a general and nonspecific enquiry. Typically, it is not possible for us to deal with you anonymously or pseudonymously on an ongoing basis. If we do not collect your personal information, you may not be able to utilise our services, deal with us or participate in programs we manage or deliver, including but not limited to the UQ Sporting Scholarship program.

#### Accessing or correcting your personal information

You are entitled to access or request a copy of your personal information held by us by sending us a request. You will not be charged for requests to access or copy your personal information, but you may be charged for the reasonable time and expense incurred in compiling the information.

You are responsible for ensuring that your personal information with us is accurate and up to date. We take steps to ensure that the personal information we collect, use or disclose is accurate and up to date. You can help us do this by letting us know if you notice errors, inaccuracies or discrepancies in the information we hold about you and letting us know if your details change.

We may decline your request to access or correct your personal information in accordance with the APPs. If we refuse your request, we will provide you with a reason for our decision and, in the case of a request for correction, we will include a statement with your personal information about the requested correction.

### **Does the European Union General Data Protection Regulation apply to us?**

The European Union (EU) General Data Protection Regulation (GDPR) contains new data protection requirements and is effective as of 25 May 2018. The GDPR replaces national privacy and security laws that previously existed within the EU with a single, comprehensive EU-wide law that governs the use, sharing, transferring and processing of any personal data that originates from the EU. The GDPR applies to the data

processing activities of businesses, regardless of size, that are data processors or controllers with an establishment in the EU.

Consequently, Australian businesses of any shape and size may need to comply if they have an establishment in the EU, if they offer goods and services in the EU, or if they monitor the behaviour of individuals in the EU. There are also some notable differences, including certain rights of individuals (such as the 'right to be forgotten') which do not have an equivalent right under the APPs and the Privacy Act.

In some circumstances, the **GDPR** provides additional protection to individuals located in Europe. Where this is the case, there may be additional rights and remedies available to you under the GDPR if your personal information is handled in a manner inconsistent with that law. However, the fact that you may be located in Europe does not on its own entitle you to protection under the GDPR.

UQ Sport may at times be a 'data controller', 'joint controller' or 'data processor' (as those terms are defined in the GDPR) for the purposes of the GDPR.

In limited circumstances UQ Sport may have obligations under the GDPR to the extent that it processes personal data in relation to various 'GDPR activities', namely any activity or function of UQ Sport where the processing of personal data is: undertaken in the context of the activities of a UQ Sport establishment in the EU; or connected with the offering of goods or services to individuals in the EU; or connected with monitoring the behaviour of individuals in the EU. 'Personal data' as defined under the GDPR may include a broader range of information than 'personal information' as defined under the Privacy Act.

UQ Sport is not subject to the GDPR in circumstances where the processing of personal data is not related to a 'GDPR activity', or where UQ Sport does not otherwise have contractual obligations to a data controller with respect to compliance with the GDPR.

### **What should you do if you have a complaint about the handling of your personal information?**

You may contact us at any time if you have any questions or concerns about this Privacy Statement or about how your personal information has been handled. You may make a complaint to our Chief Executive Officer using the contact details set out below.

#### Complaint handling process

Our Chief Executive Officer will first consider your complaint to determine whether there are simple or immediate steps that can be taken to resolve the complaint. We will contact you within thirty (30) days of the date we receive the written details of your complaint to acknowledge that we have received it. We may ask you to provide further information about your complaint and the outcome you are seeking.

Our Chief Executive Officer will review the way we dealt with your personal information, conduct an internal investigation (if necessary) into the complaint and will likely respond to you within thirty (30) days of the date we acknowledged receipt of your complaint. We will then typically gather relevant facts, locate and review relevant documents and speak with individuals involved.

In most cases, we will investigate and respond to a complaint within sixty (60) days of receipt of the complaint. If the matter is more complex or our investigation takes longer than anticipated, we will let you know.

If you are not satisfied with our response to your complaint, or you consider that UQ Sport may have breached the APPs or the Privacy Act, a complaint may be made to the Office of the Australian Information Commissioner (**OAIC**). The OAIC can be contacted by telephone on 1300 363 992 or by using the contact details on the website [www.oaic.gov.au](http://www.oaic.gov.au).



## **Our contact information**

We welcome any comments or questions about our Privacy Statement. All enquiries should be directed to UQ Sport's Chief Executive Officer at the following contact details:

**Attention:** Chief Executive Officer

**Telephone:** 07 3365 6612

**Email:** [executive@uqsport.com.au](mailto:executive@uqsport.com.au)

This Privacy Statement was last updated on 01 August 2022.