

Swim to School Week: Data Collection Statement

Last Updated: 16 October 2025

Swim to School Week is an initiative by YMCA Victoria and Kingswim. This policy explains how we collect, use, and protect the information you provide when you register your school. We are committed to being transparent and protecting your privacy in line with the Australian Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

1. Purpose of Data Collection

YMCA Victoria will collect your information for the purpose of making Swim to School Week a success for your school and students. We may also contact you in relation to relevant swimming lessons and other water safety information. This allows us to:

- **Administer your registration** and confirm your school's participation.
- **Deliver the program effectively** by sending you resource materials such as the information pack, resources, and activity guides.
- **Communicate important updates** related to the event.
- **Measure our collective impact** by gathering feedback and creating anonymised reports to improve the program for future years.
- **Create awareness** and provide further information about water safety or swimming lessons.

2. Types of Data Collected

Information collected is directly related to your school's participation in the program; no personal information from students or families is gathered.

Types of data collected include:

- **School Details:** School name and address.
- **Contact Person Details:** Name, role/title, email address, and phone number of the primary contact for the event.
- **Participation Details:** Information about how your school plans to participate.
- **Fundraising Details (Optional):** Information if your school participates in the optional gold coin fundraiser.

Data is used to support your school's involvement in Swim to School Week, including:

- **Event Coordination:** Contacting you with logistical information and updates.
- **Resource Distribution:** Emailing resources to promote and run the event, including classroom materials and parent resources.
- **Feedback and Improvement:** Inviting participation in post-event surveys to measure program success.

3. Data Protection and Security

Protecting your information is a responsibility we take seriously.

YMCA Victoria is committed to safeguarding your personal information. We take robust steps to protect it from misuse, interference, loss, and unauthorised access, modification, or disclosure. To

achieve this, we implement a comprehensive range of security measures, including advanced IT security tools to shield our electronic databases. Your electronic records are securely stored in Australian-based data centres.

4. Third-Party Sharing and Transfers

YMCA Victoria is committed to safeguarding your information. Data may be accessed by staff from YMCA Victoria and associated entities, but will not be sold or shared with any third parties.

We understand the importance of your privacy and are dedicated to maintaining the trust you place in us.

Legal Requirements: We uphold our responsibilities to you, but please be aware that we may be required to disclose your information if compelled by Australian law.

5. Your Rights

You have the right to control your personal information. You can:

- **Access** the personal information we hold about you.
- **Correct** any information that is inaccurate or out of date.
- **Request deletion** of your personal information, subject to our legal obligations.
- **Withdraw** your consent for marketing communications at any time.

To exercise these rights, you may unsubscribe to email communications by please selecting 'unsubscribe' or contacting our privacy officers on Vicoffice.Reception@ymca.org.au

- **YMCA Victoria Privacy Policy:** <https://victoria.ymca.org.au/privacy-policy>

6. Cookies and Website Analytics

Our registration page may use cookies or similar technologies to improve user experience and analyse website traffic. This helps us understand how our pages are being used and make them better. Where required, we will seek your consent to use non-essential cookies.

7. Contact Us and Complaints

If you have any questions about this policy or how we handle your data, please get in touch.

- **Email:** Vicoffice.Reception@ymca.org.au

If you are not satisfied with our response, you have the right to make a complaint to the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

8. Updates to This Policy

We may update this policy from time to time to reflect changes in our practices or legal obligations. The "Last Updated" date at the top of this policy will indicate when the latest changes were made. We encourage you to review it periodically.