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Location of Document	Sharepoint Risk and Assurance – Policies Formatted & Approved

Policy

Royal Freshwater Bay Yacht Club is committed to complying with the Privacy Amendment (Private Sector) Act 2000, which commenced on 21 December 2001. This privacy policy covers all personal information we hold about an individual. This includes information that we have collected from people through our membership process, over the phone, the internet, or other sources.

This policy does not apply to other entities that we do not own or control or persons that are not our employees, agents, sub-contractors working on site or within our control.

Procedure

Collecting Personal Information

The Club will ensure that we collect personal information from an individual in a fair manner. We will ensure that the individual knows where and how to contact the Club. We will only collect, hold, use, and disclose information that is necessary for one or more of our operations, functions, or activities.

Whenever we collect personal information from third parties, we will take reasonable steps to advise that individual as soon as practicable. The Club will advise individuals of the purpose for which their personal information is collected, and to any third parties to whom their information will be disclosed.

If we collect sensitive information (as defined under the Act), we will treat it with the utmost security and confidentiality. This means that we can only collect the information for a particular purpose with an individual's permission.

Where an individual chooses not to provide their personal information, the Club will advise that individual of what impact this non-disclosure may have. For example, withholding certain information may limit the Club's ability to communicate relevant information to individuals, restrict participation in certain Club events where such information is required for entry, and may inhibit responses to emergency situations which may occur during events held at the Club.

Personal information is required for membership application, boat application and registration, race entry, volunteer registration etc.

Disclosing Information

The Club will only disclose personal information in accordance with the Privacy Act and under the following circumstances:

- For the purpose for which we have advised that we are collecting it, and for related purposes that the individual would reasonably expect.
- Sharing contact details i.e. telephone/mobile number and email address with fellow members.
- To register members with Australian Sailing.
- Management of members and marina databases with third party organisation.
- Where we have the consent of the individual to do so.
- Under any other circumstances, where permitted under the Act.
- To law enforcement agency about an individual who is under investigation.

Unauthorised Disclosure or Access

As the Club is committed to protecting the privacy of individuals, we will view unauthorised disclosure of, or access to, personal information by our employees, contractors, or agents, as a serious breach of this policy. Appropriate action (which may include disciplinary or legal action) may be taken in such cases. As a consequence, we disclaim any warranties or representations relating to maintenance or non-disclosure of data.

Opt-Out

At any time, individuals can choose not to receive direct communication from the Club. Any decision taken by an individual on this basis does not abrogate their responsibilities to the Club.

Access to Personal Information

Individuals will be able to access their personal information upon request, and from members' secure portal on the Club's website.

Security

The Club's goal is to protect the personal information that we collect in electronic or hard copy formats. Personal information will be managed confidentially and securely and destroyed appropriate when no longer required.

The Club will monitor and implement appropriate technical advances or management processes to safeguard personal information.

Data Quality

The Club will take all reasonable steps to ensure that the data we collect, use, or disclose is accurate, complete and up to date, and has been obtained directly from individuals or reputable sources. The Club will ensure that bulk non-essential correspondences e.g newsletters is regularly checked against our opt-out register.

Review of Policy

This policy will be reviewed from time to time based on feedback from our members and wider contacts and any changes in the Privacy Act. We will notify you of substantial changes to this Policy via the Club's newsletter or on the website.

Pillar:		Responsible Manager:	
Administration		CEO	
Risk Rating:	Review Cycle:	Review Next Due:	
Compliance References:			
Statutory:	The Privacy Act 1988		
Australian Sailing:			
RFBYC:			
Version:	Decision Reference:	Synopsis:	
4.0	CEO 31/5/2022	Reviewed	
5.0	John Standley 26/06/23	Reviewed wording	
5.1	BD Jones 26/8/23	Formatted for new risk management portfolio	