



ROYAL PRINCE EDWARD YACHT CLUB (RPEYC)

PRIVACY POLICY

This policy explains how the RPEYC (ACN 000 900 069) (“we or Club”) collects, uses, stores and discloses your personal information under the *Privacy Act 1988 (Cth)*.

The Privacy Policy outlines –

- **What kinds of personal information do we collect**
- **How do we collect personal information**
- **Why do we collect your personal information**
- **Who is your personal information disclosed to**
- **How is your personal information stored**
- **How can you access and correct your personal information**
- **How to complain about a privacy breach**

What kinds of personal information do we collect?

The kind of personal information we collect about you depends on your relationship with us – whether you are a member, a prospective member (or their close family member) a guest of a member, a member of a club with whom we have a special relationship or their guest, a prospective employee or someone with whom we do business.

The kind of information that we generally collect may include your name, contact details (email address, telephone number and residential address) occupation, payment details (such as a credit card number), date of birth, driver’s licence or other form of identification, photograph, boat registration details, handicaps, competition results, protest results, feedback and complaints, information about incidents at the Club for the management of the Club and safety of our members, medical history, health insurer, emergency contact information, and for prospective employees – your employment history and qualifications.

Sometimes we may also collect sensitive information about you for example, when you book or attend a function at our premises we may collect dietary information from you.

How do we collect personal information?

We generally collect your personal information directly from you when you provide it to us (for example, when you complete forms or complete a survey or provide information to us by telephone or internet).

In some circumstances, we may also collect information from third parties. This will occur for example when we receive references from members nominating a candidate to become a member, or provide an opinion about a prospective member’s candidacy and where we receive personal information about the prospective member’s family; or for guests that attend our premises through their connection to one of our members. We may also operate CCTV cameras on our premises for the safety of our members.



Why do we collect your personal information

We collect personal information to:

- establish and administer your membership with us;
- arrange bookings for our sporting and dining facilities;
- conduct sailing and other sporting competitions;
- provide, assess and improve our services;
- communicate with you about products and services which we think may be of interest to you;
- for prospective employees, assess their suitability for employment with us.

The Club is also required to collect personal information in order to comply with its legal obligations, including under the Corporations Act 2001 (Cth) and the Registered Clubs Act 1976 (NSW).

Who is your personal information disclosed to?

We may disclose your personal information to:

- sporting associations;
- other clubs with whom we have a special relationship;
- our agents, contractors and suppliers who perform obligations on our behalf or provide services to us, such as accountants, auditors and lawyers, our insurers, website managers and software providers;
- the public to the extent that information is about the Club's activities and is provided for inclusion in newspapers and Club publications;
- anyone required or authorised by law; and
- anyone who you consent to us disclosing your personal information.

If you are a member or enter our premises as a guest of a member, we are also required by law to keep details of your name and address on a public register. We also publish our members' name, boat ownership and date of joining on our website, which is updated annually and is made available to all of our members. If you do not wish to have your name published on our website, we request that you inform the Club in writing.

Where a member is a proposer or seconder for a prospective member, that member's name is also included on scrutiny and election lists distributed to other members for comment. The election list is also posted on the Club's Notice Board.

If you do not wish to receive communications from us, please follow the 'opt out' instructions on the particular communication, or contact our Privacy Officer using the details listed in the 'Contact Us' section below.

Is your personal information disclosed overseas?

We may disclose your personal information to recipients located overseas where it is necessary for you to take advantage of the benefits offered by reciprocal clubs and other clubs with which we have a special relationship.

How is your personal information stored?

The Club takes reasonable steps to protect your personal information from misuse, interference and loss and from unauthorised access, modification or disclosure. Our precautions include:



- restricting access to personal information stored on the Club's servers;
- imposing confidentiality requirements on our employees;
- requiring that our contractors and agents take reasonable steps to protect personal information from misuse, interference and loss, and from unauthorised access, modification or disclosure;
- implementing electronic security systems, such as firewalls and data encryption on our website;
- ensuring that servers containing our financial information have security measures such as password protection; and
- providing only controlled access at our offices.

How can you access and correct your personal information?

Subject to the exceptions set out in the Privacy Act, you have a right to access and seek correction of personal information that the Club holds about you.

We may recover from you reasonable costs of supplying you with access to your personal information. However, the Club will not charge you for the making of the request or to correct or update your personal information.

If you would like to access or correct your personal information, you may contact our Privacy Officer using the details listed in the 'Contact Us' section below.

Your request will be addressed as soon as reasonably practicable. If the Club refuses to provide you with access to, or to correct your personal information, it will generally notify you of the reasons for refusal to the extent required and explain how you can complain about the refusal.

How to complain about a privacy breach?

If you believe the Club has breached the Australian Privacy Principles or have any other privacy related concerns, you may contact our Privacy Officer using the details listed in the 'Contact Us' section below. We may request that you put your complaint in writing. We will then endeavour to resolve your complaint within 30 days. If you are not satisfied with the manner in which the Club has handled your complaint, you can lodge a complaint with the Office of the Australian Information Commissioner at www.oaic.gov.au

Contact Us

Our Privacy Officer can be contacted by mail, phone or email:

RPEYC
160 Wolseley Road
POINT PIPER NSW 2029

Attention: The Privacy Officer

Phone: +61 2 9363 5809

Email: privacy.officer@rpeyc.com.au

This policy is amended from time to time and was last updated on: 23 July 2017.