



PRIVACY POLICY

Context

Fremantle Sailing Club INC (“FSC”) collects and administers a range of personal information for the purposes of:

- Admitting members
- Communicating with members
- Managing membership
- Registering sporting participation
- Registering volunteers

FSC is committed to protecting the privacy of personal information which the organisation collects, holds, and administers.

Purpose

The purpose of this policy is to provide a framework for FSC in dealing with privacy considerations.

Definition

Personal information is information which directly or indirectly identifies a person and may include names and contact details.

Policy Statement

The Club is committed to protecting the privacy of personal information it collects, holds, and administers.

FSC recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand and made accessible to them on the other.

FSC is bound by National Privacy Laws, as well as other laws, which impose specific obligations when it comes to handling information. The organisation has adopted the respective Australian Privacy Principles set out in the Associations Incorporation Act 2015 as minimum standards in relation to handling personal information.

In broad terms this means that we:

- Collect only information which the organisation requires for its primary function.
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered.
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person’s consent.
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

FSC will adhere to the procedures that support these principles.



1. Authorisation

FSC will:

a. Use and Disclosure

Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.

- Only disclose information as specified under the *Associations Incorporation Act (1987)*
- For other uses we will obtain consent from the affected person.

b. Data Quality

- Take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform.

c. Data Security and Retention

- Safeguard the information we collect and store against misuse, loss, unauthorised access, and modification.
- Only destroy records in accordance with administration procedures.

d. Openness

- Ensure stakeholders are aware of FSC's Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

e. Access and Correction

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading, or not up to date.

f. Anonymity

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

g. Making information available to other service providers.

- Can only release personal information about a person with that person's expressed permission. For personal information to be released, the person concerned must sign a release form.
- Can release information to third parties where it is requested by the person concerned.

2. Responsibility

The organisation's Board of Management, General Manager, staff members and volunteers are responsible for the implementation of this policy.

The organisation's General Manager is responsible for monitoring changes in the Associations Incorporation Act 2015 and for reviewing this policy as and when the need arises.