

PRIVACY POLICY

This policy sets out the Cruising Yacht Club of South Australia's (**CYCSA**) commitment to ensure that any individual who provides information to CYCSA is protected according to the requirements set out in the *Privacy Act 1988* (Cth) (**the Act**) and the National Privacy Principles (**NPP**) comprised within the Act.

CYCSA recognises the importance of protecting personal information, which it may be required to collect from individuals who become involved with CYCSA's activities, including its members. CYCSA commits to taking all reasonable steps to comply with the Act and to protect the privacy of personal information that it holds.

Personal information will only be used for purposes set out in this policy, unless CYCSA is required by law to disclose specific information about an individual.

'*Personal Information*' means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

CYCSA may require the collection of personal information from individuals for the purpose of:

- Maintaining a membership register;
- Maintaining a vessel ownership register;
- Providing information to Australian Sailing (AS) to enable CYCSA members to receive the benefits of AS membership which forms part of their CYCSA membership rights, including insurance cover;
- Providing services to members, including communications and direct marketing; and
- General membership administration and CYCSA management.

CYCSA will not use or disclose personal information for a purpose other than the primary purposes stated above, or for a secondary purpose related to those primary purposes to achieve the objects of CYCSA. A secondary purpose may include communications and direct marketing from CYCSA sponsors.

An individual may specifically request CYCSA not to receive direct marketing or communications from CYCSA or its sponsors.

CYCSA will not use or disclose personal information for any other purpose without first obtaining the consent of the individual.

CYCSA will take reasonable steps to make sure the personal information it collects, uses or discloses is accurate, complete and up to date.

CYCSA will take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

Information records may be kept in hard copy and/or electronically. CYCSA will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed.

Upon a request by an person, CYCSA will take reasonable steps to let the person know what sort of personal information it holds, for what purposes, and how it collects, holds, uses and discloses that information, and to allow access to that information.

An individual may contact CYCSA if s/he wishes to change personal information that is out of date or inaccurate.

If an individual does not provide the personal information CYCSA seeks, the CYCSA may not be able to provide the services and benefits associated with CYCSA membership.

Any complaints in relation to the collection, use, disclosure, quality, security and access of an individual's personal information can be made to the Executive Officer who can be contacted on 08 8248 4222.

The CYCSA Board may amend this policy from time to time.