

PRIVACY POLICY

1 PURPOSE

1.1 The Protection of Information Policy (the Policy) details Yorkeys Knob Boating Club Inc (Yorkeys Knob Boating Club/ YKBC/we/us) commitment to a culture that protects privacy and the personal information it collects, stores, discloses and uses and outlines how Yorkeys Knob Boating Club Inc will adopt best practice in the management of personal information.

2 DEFINITIONS

2.1 Access means providing to an individual, information about themselves that is held by Yorkeys Knob Boating Club Inc. This may include allowing that individual to inspect personal information or to obtain a copy;

2.2 Collection means gathering, acquiring or obtaining personal information from any source and by any means, including information Yorkeys Knob Boating Club Inc has come across by accident or has not asked for;

2.3 Consent means voluntary agreement to some act, practice or purpose;

2.4 Disclosure means the release of information to persons or organisations outside Yorkeys Knob Boating Club Inc . It does not include giving individuals information about themselves;

2.5 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 a natural living person whose identity is apparent, or can reasonably be ascertained, from the information or opinion, including a photograph or other pictorial representation of a person; but does not include information that is:

in generally available publications;

in material kept in public records and archives such as the Commonwealth or State archives; or

in anything kept in a library, art gallery or museum for the purpose of reference, study or exhibition.

2.6 Privacy Act means the Privacy Act 1988;

2.7 Sensitive Information means information or an opinion about an individual's

racial or ethnic origin;

political opinions;

membership of a political association, a professional or trade association or a trade union;

religious beliefs or affirmations;

philosophical beliefs;

sexual preferences or practices;

criminal record;

health; or

any other information a reasonable person would consider to be private

2.8 Use means the handling of personal information within Yorkeys Knob Boating Club Inc including the inclusion of information in a publication.

3 SCOPE

3.1 The Policy covers all Yorkeys Knob Boating Club Inc departments.

4 LEGISLATIVE AND CORPORATE REQUIREMENTS

4.1 The Privacy Act sets out the principles, which must be followed by Commonwealth Government agencies and many private organisations in relation to the collection, maintenance and use of personal information.

4.2 The provisions of the Privacy Act do not apply to Yorkeys Knob Boating Club Inc. However, in collecting, using, storing and disclosing personal information, Yorkeys Knob Boating Club Inc acknowledges the Australian Privacy Principles contained within the Privacy Act set an appropriate standard for privacy protection and the Policy is intended to achieve “best practice” consistency with those standards.

5 POLICY STATEMENT

5.1 It is Yorkeys Knob Boating Club Inc policy to have in place adequate systems of internal controls, which promote a high level of integrity in protecting personal information.

These controls over personal information relate to:

Collection and use of personal information
Distribution of personal information
Maintenance and storage of personal information
Disability claims and financial hardship applications
Access to personal information
Suppression of personal information

6 COLLECTION AND USE OF PERSONAL INFORMATION

6.1 All personal information collected by Yorkeys Knob Boating Club Inc is to be used only for the purpose of conducting business in accordance with the provision of Yorkeys Knob Boating Club Inc services.

6.2 The type of personal information collected and held will depend on the services provided, but may include:

Telephone numbers
Name and address (postal, residential, and email addresses)
Age &/or date of birth

6.3 All information will be collected in a fair and lawful manner and as required/permitted by legislation. Yorkeys Knob Boating Club Inc is committed to ensuring individuals are aware of the purpose of collection of the information and aware that the collection is authorised or required by law.

6.4 In satisfying the collection and use of personal information obligations, Yorkeys Knob Boating Club Inc assumes that:

(a) any personal information provided is free from errors and omissions, is not misleading or deceptive and complies with all relevant laws; and

(b) individuals have the necessary authority to provide any personal information submitted to Yorkeys Knob Boating Club Inc ;

6.5 It is the responsibility of individuals to provide Yorkeys Knob Boating Club Inc with details of any changes to their personal information as soon as reasonably practicable.

6.6 Yorkeys Knob Boating Club Inc will make every effort to ensure that its records of an individual's personal information are up to date and accurate.

6.7 Yorkeys Knob Boating Club Inc does not track individuals Internet activity when they visit Yorkeys Knob Boating Club Inc 's web site. Yorkeys Knob Boating Club Inc will only collect an individual's email address to respond to their enquiry if they choose to contact Yorkeys Knob Boating Club Inc via the Internet.

7 DISTRIBUTION OF PERSONAL INFORMATION

7.1 Yorkeys Knob Boating Club Inc will not provide personal information it holds on individuals to third parties, except:

7.1.1 where the individual has made a written request for personal information to be provided to a third party;

7.1.2 where the provision of personal information is for the purpose of distributing materials for the sole purpose of and on behalf of Yorkeys Knob Boating Club Inc

7.1.3 where Yorkeys Knob Boating Club Inc is required by legislation to provide personal information to a third party

7.1.4 where the individual has been advised of Yorkeys Knob Boating Club Inc 's usual practice of disclosing personal information to that third party or a third party of that type for a particular purpose and the disclosure is consistent with that purpose.

7.2 Before Yorkeys Knob Boating Club Inc will provide personal information to a third party service provider that is subject to the provisions of the Privacy Act, that supplier will be required to provide a signed Privacy Undertaking to Yorkeys Knob Boating Club Inc that it will comply with the Privacy Act and the Australian Privacy Principles in respect to the collection, use and handling of personal information supplied by Yorkeys Knob Boating Club Inc .

7.3 Yorkeys Knob Boating Club Inc may supply personal information about an individual as part of a standard communication or pursuant to a request made by that individual.

7.4 Yorkeys Knob Boating Club Inc does not accept any responsibility for any loss or damage suffered by individuals because of their reliance on any personal information provided to them by Yorkeys Knob Boating Club Inc or because of Yorkeys Knob Boating Club Inc 's inability to provide individuals with any requested personal information.

8 MAINTENANCE AND STORAGE OF PERSONAL INFORMATION

8.1 Yorkeys Knob Boating Club Inc will take reasonable steps to protect the personal information it holds from loss, unauthorised access, use, modification, disclosure and other misuse, and to

maintain systems to ensure that all personal information collected is up to date, accurate and complete.

9 ACCESS TO PERSONAL INFORMATION

9.1 Individuals who wish to access the personal information Yorkeys Knob Boating Club Inc holds in relation to them can do so by contacting Customer Services staff. These requests will be dealt with as soon as is reasonably practicable, having regard to the nature of the information requested. The person making the request will need to satisfy Customer Services Staff as to their identity.

9.2 If an individual can show that the personal information held by Yorkeys Knob Boating Club Inc is not accurate or complete, it will be amended by Customer Services staff.

10 COMPLAINTS

10.1 Individuals who have any concerns regarding how Yorkeys Knob Boating Club Inc handles personal information or require further information should contact Yorkeys Knob Boating Club Inc in the first instance.

10.2 If Customer Services staff cannot satisfy the individuals concerns, the individuals may lodge a formal complaint. Complaints should be made in writing to:

General Manager

Yorkeys Knob Boating Club Inc

PO Box 100, Yorkeys Knob

QLD, 4878

11 REVIEW

11.1 The Policy will be reviewed as required by Yorkeys Knob Boating Club Inc or as required by legislation.

12 ACCESS TO THE POLICY

12.1 The Policy is available on request from Yorkeys Knob Boating Club Inc.

13 AGREEMENT WITH THIS POLICY

13.1 Persons who access the website, or the venue are taken to be in acceptance of this policy. Persons who are not in acceptance of this policy should immediately leave the website or the venue. The onus of acceptance is agreed to by remaining in the website or the venue.