Privacy Policy

Approved By: Royal Geelong Yacht Club Board

Date of Approval: 2024

Date for Review: 2026 Governance

Statement

The information below relates to the collection, storage and use of any personal information you may be required to provide to the Royal Geelong Yacht Club.

In line with privacy requirements as prescribed by law, the Royal Geelong Yacht Club gives the following assurances about your personal information held by the club:

Collecting personal information

The Royal Geelong Yacht Club understands that you as a member may have concerns about the privacy, confidentiality and security of personal information we may obtain about you. The Royal Geelong Yacht Club policy is to protect members' privacy and personal information it may collect (from time to time).

The Royal Geelong Yacht Club has undertaken to comply with the requirements of the Privacy Act, 1988, the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000 and the reforms to the Act in March 2014.

Personal information is collected by the Royal Geelong Yacht Club for the primary purposes of membership requirements, boat storage, boating competition and events purposes. The Royal Geelong Yacht Club collects details such as your name, gender, age, address, telephone, email, emergency contacts and insurance policies.

Maintaining your trust is our top priority, so we adhere to the following principles to protect your privacy:

We will protect your personal information and will only provide it to third parties:

(1) with your consent;

(2) where it is necessary to carry out your instructions;

(3) as reasonably necessary in order to provide our services to you;

(4) when we reasonably believe it is required by law, subpoena or other legal process; or

(5) as necessary to enforce our Club Rules and By-Laws or to protect the rights, property, or safety of the Royal Geelong Yacht Club, its Members and Visitors, and the public.

Securing personal information

The Royal Geelong Yacht Club may store your personal information in electronic and/or hard copy formats. (Depending on how we received your personal information).

The Royal Geelong Yacht Club takes such steps as are reasonable and practicable to ensure that the personal information it holds is protected against unauthorised access and use, interference and other forms of misuse. The Royal Geelong Yacht Club has installed computer and network security, including password protection processes to prevent any unauthorised access to your information. Hard copy material is kept in secure facilities.

Only our trained staff are authorised by the General Manager to have access to your personal information stored by the Royal Geelong Yacht Club.

Failure to provide required personal information

Failure to provide the information required for the purposes detailed may mean the Royal Geelong Yacht Club is unable to complete your Membership application, application for boat storage, race entry, volunteer registration and may inhibit responses to emergency situations which may occur during events held at or by RGYC.

If you do not consent to your personal information being disclosed to or used by the Royal Geelong Yacht Club, you may not be able to participate in certain Club events where such information is required for entry.

Disclosure of personal information

Your personal information will only be used or disclosed by the Royal Geelong Yacht Club, as allowed by the National Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000 and the reforms to the Act in March 2014.

To enable the Royal Geelong Yacht Club to carry out its Charter and deliver services and benefits to its members, personal information collected may be shared with other organisations, including but not limited to Yachting Victoria and Club booklet publishers.

Further, to conduct our operations, the Royal Geelong Yacht Club occasionally engages independent operators and parties. Accordingly, some of this information may be used or disclosed in part to:

- Enable mail contractors to deliver documents and communications to members;
- Officers of a government law enforcement agency in connection with the lawful performance of their duty;
- A debt collection agency for financial default purposes;

Send direct mail to members with news of special offers or the availability of new products or services

- Any other purpose required or permitted by the Law.

Withdrawing consent for disclosure of information

If you do not consent to one or more of the disclosures above, please advise the Royal Geelong Yacht Club in writing. We will then ensure your personal information is not used for this purpose. This exemption cannot apply where the Royal Geelong Yacht Club is required by law to provide such disclosure. If you do not object in writing to the uses or disclosures as stated above, the Royal Geelong Yacht Club will accept this as having received your express consent.

Accessing personal information

Members may, upon written request, access their own personal information which the Royal Geelong Yacht Club has obtained from membership application forms and the related product or service forms it currently holds.

Making changes to personal information

The Royal Geelong Yacht Club endeavours to ensure personal information held is accurate, complete and up-to-date. Please advise the Royal Geelong Yacht Club of any changes to your information held by RGYC and every effort will be made to correct the information.

Lodging a complaint

If you think an act or practice of the Royal Geelong Yacht Club has interfered with your privacy you may make a complaint to the Royal Geelong Yacht Club. You will need to identify yourself and provide your complaint in written form to the General Manager.

The General Manager will investigate your complaint and will endeavour to provide a written response within 30 days of receipt of the complaint setting out the Royal Geelong Yacht Club's decision.

If you are dissatisfied with the Royal Geelong Yacht Club's response you can take your response to the Office of the Australian Information Commission at enquiries@oaic.gov.au

Reviewing this policy

This policy will be reviewed every two years.

Next Review date: 2026