



Privacy Policy

Version 1, July 2018

Implementation Approval:

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Title: Commodore



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1.0 PURPOSE AND SCOPE

The Sugarloaf Sailing Club is committed to protecting member privacy. This policy uses Australian Privacy Principles ¹ as a guideline and is intended to make the Club's handling of member information as transparent as possible.

1(a) The Club limits the collection of personal information to that obtained at the time of joining the Club by way of it's online or paper membership application, the gate registration process when entering and leaving the Club area, racing information obtained during the course of events and as updated by members in the Dutyman database, and paypal payment process.

The Sailing Club collects and holds personal information as follows:

1. First Name
2. Last Name
3. Address
4. Telephone Numbers
5. Email Address
6. Occupation
7. Season Paid Up To
8. Financial Status (with respect to Club membership payments).
9. Last Payment Date
10. Member Type
11. Member Number
12. Duty Role
13. Duty Status
14. Number of Parked Boats
15. Whether or not an Annual Race Fee has been Paid
16. Guardian name in the case of child member.
17. Children Names
18. Spouse Name
19. Spouse Occupation
20. Child Year of Birth
21. Gender
22. Boat Information
23. Comments offered by prospective members with regard to how the Club was discovered and any other information offered by prospective member applicants.
24. Confirmation that the member agrees to comply with club rules.
25. Working With Children Card Number if applicable.
26. Power Boat Licence Number
27. Car registration numbers and times of entry are also recorded at the gate on entry to the Club area together with the time of departure.
28. Declared Guest names and addresses
29. The Club may also collect boat and sailor performance and images of members, declared guests, and other persons and/or their property (boat and other sailing equipment) for the purposes of racing records and promotion.

1(b) With the exception of information at section 1(a)27, 1(a)28, 1(a)29, this information is held in the Club's 'Dutyman' database which is the Club's Member Register and is in part,



replicated from time to time on the Club's server as provided by the Club's hosting server provider. Information described in 1(a)27 and 1(a)28 is held at the Club as a paper record. Information described at 1(a)29 may be published publicly for Club purposes including promotion.

1(c) The information collected is required for the efficient management of the Club, safety and for the purposes of complying with the **Associations Incorporation Reform Act 2012**.

1(d) Personal information can be viewed in Dutyman.

1(e) Members may complain about a suspected breach of Australian Privacy Principles by contacting the Club Secretary. The matter will be investigated immediately and consistent with the Club's requirement to hold particular contact information as an incorporated body and the individual's requirement to remain a member, will remove any offending information. Contact the Secretary at:

admin@sailsugarloaf.com

1(f) The Club will not disclose information to overseas recipients. The Dutyman system, however, is hosted in England.

2.0 ELECTRONIC SERVICE PROVIDER PRIVACY

2.1 DUTYMAN

<https://dutyman.biz/dataprot/>

2.2 HOSTED SERVER

While no system is absolutely safe, the Club uses available security methods. The server is Australian based. Member information is held within password protected folders.

Internet Protocol addresses are recorded for the purposes of managing the site.

3.0 INFORMATION DISCLOSURE

The Club has no reason to disclose nor will it disclose any personal information to other members or entities outside the Club with four exceptions:

- a) In the case of a medical emergency, to paramedics for example.
- b) Contact information to other Club members via the Dutyman directory.
- c) Australian Sailing registration.
- d) The name and boat details of race participants are posted publicly on the Club web site and from time to time images of a member and their boat may appear both on the site and in the Club Newsletter which is distributed to members only.



3.1 THE DUTYMAN DIRECTORY

Dutyman contains the Club's Member Register.

A key part of the rostered duty system is the ability for members to communicate with one another concerning duty swaps. Accordingly, by logging into the Dutyman system 'Directory', any member can find the telephone number, email address and duty role of any other member. The ability to communicate between members for the purposes of arranging duty days is fundamental to the Club's operation. Duty is mandatory for all able bodied members.

Access to Dutyman is password protected but members should be aware that any member could give away their password inadvertently or intentionally to someone outside the Club in which case your name, telephone number and email address would be disclosed.

It is possible, however, for individuals to remove their telephone number and email address from the Dutyman directory but still participate in duty swapping via email. Advice on how to set this up is available from the secretary:

admin@sailsugarloaf.com

3.2 AUSTRALIAN SAILING

The Club passes minimal member information to Australian Sailing comprising:

Names
Email Address
Postcode
Gender

Australian Sailing requires that each affiliated Club register its members with them. Refer to Australian Sailing's privacy policy in section 3.3.

Sugarloaf chooses to be affiliated with Australian Sailing for reasons listed below.

Australian Sailing is the peak sailing body for Australia. Being a member is consistent with our club's constitution which has as one of our objectives "To organize and promote competitive sailing, to improve members skills and to encourage members in competing in local, state and national championships". This would not be possible without Australian Sailing membership because Australian Sailing require each competitor at key events to have an Australian Sailing number which can only be obtained by registering through an affiliated club .

In addition, the club relies on membership as a means of accrediting the club as an active and complying member of the sport. This is important in demonstrating our relevance to the general community which in turn helps ensure our continued use of community assets without which we could not exist.



By being a member of Australian Sailing, we amplify our political weight by effectively bringing to bear the numbers of the whole sailing organisation on issues that would otherwise be represented by Sugarloaf numbers alone.

Australian Sailing can provide promotional material and services that prove useful. Refer to the Executive Committee.

Registering with Australian Sailing, enables personal accident insurance, (which applies in those instances where no other medically related insurance provisions belonging to the individual are applicable).

Accordingly, the Club considers the disclosure of names, contact information and gender to Australian Sailing directly related to the purposes of the Club and as such is compliant with Section 58 of the [Inc Assoc. Act 2012](#) in particular subsection 3. ²

3.3 AUSTRALIAN SAILING PRIVACY POLICY

<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/3ejvwkdqg6wwnxrz.pdf>

Please note this extract:

Australian Sailing may disclose your personal information to a range of national and overseas organisations which include, but are not limited to: Australian Sailing affiliates and other organisations involved in Sailing and sporting programs in Australia; Member associations and clubs; Companies we engage to carry out functions and activities on Australian Sailing's behalf, including direct marketing; Our professional advisers, including accountants, auditors and lawyers; Our insurers; and Relevant sporting bodies such as, but not limited to, World Sailing, Australian Sports Commission, Australian Olympic Committee, Australian Sports Anti-Doping Authority, Australian Institute of Sport, State and Territory Institutes and Academies of Sport, Australian Commonwealth Games Association, various National Sporting bodies, Federal and State Departments of sport. Australian Sailing may also disclose your personal information (including your name, age, gender, city of residence, Sailing club, personal profile, photographs of you and your results) to the national or overseas media and through our physical and digital applications and publications (including our website, social media, emails and newsletters) that are available for public viewing.

4.0 REFERENCES:

Reference 1

PRIVACY ACT 1988 - SCHEDULE 1

http://www5.austlii.edu.au/au/legis/cth/consol_act/pa1988108/sch1.html

Reference 2

SUGARLOAF SAILING CLUB INC.



ASSOCIATIONS INCORPORATION REFORM ACT 2012 (NO. 20 OF 2012)
http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/num_act/aira201220o2012422/



DOCUMENT CONTROL SHEET

Contact for Enquiries and Proposed Changes

If you have any questions regarding this document contact:

Commodore or Secretary, Sugarloaf Sailing & Boating Club Inc.

Postal Address: 676 Ridge Road, Christmas Hills VIC 3775

Email Address: admin@sailsugarloaf.com

Revision History

Issue No.	Date	Nature of Amendment
1#18	17/08/04	Document Control and format added

Document Sign Off

Name	Title	Signature	Date
Phillip Johnstone	Commodore		