



Australian Privacy Principles (APPs)

HBYC APPs PRIVACY POLICY

Date created	April 2025
Audience:	Hobsons Bay Yacht Club (HBYC)
Version:	September 2025
Purpose of Document:	<ul style="list-style-type: none"> This Privacy Policy sets out how HBYC handles your personal information and has been developed to comply with the Australian Privacy Principles (APPs). It has been drafted having regard to HBYC's obligations under the Privacy Act 1988 which regulates the way individuals' personal information is handled. HBYC is committed to ensuring that all personal information collected, used and stored by HBYC is done so in a responsible manner and as permitted by law. This Privacy Policy guides HBYC's conduct in the collection, use, release and security of each individual's personal information. Employees, contractors, non-members and volunteers engaged by HBYC are expected to adhere to HBYC's Privacy Policy. By providing your personal information to HBYC, you consent to its use, storage and disclosure in accordance with this Privacy Policy.
Definitions:	<ul style="list-style-type: none"> The Privacy Act defines 'personal information' as: <i>'Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</i> <ol style="list-style-type: none"> <i>whether the information or opinion is true or not; and</i> <i>whether the information or opinion is recorded in a material form or not.'</i> Personal information may include your name, contact details, email address, bank details, and any complaint and review information. Credit information is also personal information; however, it is regulated separately under Part IIIA of the Privacy Act. It is not relevant for HBYC as the club is not a credit reporting agency. Sensitive information may include information about your health, racial or ethnic origin, political opinions, association memberships, religious beliefs, sexual orientation, criminal history, genetic or biometric information.
Important Actions:	<ul style="list-style-type: none"> All members, staff and other individuals impacted by this policy should familiarise themselves with it. The process of complaining about a breach of your privacy is outlined in section 5 of this policy.

Review:	<ul style="list-style-type: none"> • Annually and/or whenever significant changes to Privacy Laws that affect HBYC members, staff and/or contractors occur. The policy will also be updated if HBYC's current personal information handling practices change. • Changes to this policy will be posted on the HBYC website.
HBYC Nominated Contact:	The HBYC Nominated Contact Person (NCP) for this Policy is the HBYC Club Manager. The HBYC NCP may delegate the role of NCP to another person at any time.

Hobsons Bay Yacht Club (HBYC) APPs Privacy Policy

SUMMARY

The HBYC APPs Privacy Policy is designed to support compliance with relevant legislation and protect the privacy of all individuals involved with the club. It outlines the standards and procedures HBYC follows regarding the collection, use, and management of personal information, ensuring transparency and accountability in our practices. In addition to our legal obligations, Australian Sailing requires all affiliated clubs to have a Privacy Policy.

1. INFORMATION WE COLLECT

What kind of personal and sensitive information does HBYC collect and how do we collect it?

- 1.1. **Personal Information:** an individual's name, signature, address, phone number or date of birth, email address; and for employees and contractor's: employee record information.
- 1.2. **Sensitive Information:** the only sensitive information that HBYC collects is health information. This sensitive information is only collected on behalf of Australian Sailing (AS) for courses that HBYC members wish to undertake, this information is only disclosed to AS and is stored in the AS secure sensitive information database. **At no stage does HBYC store any sensitive health information on the club's server or in the HBYC office.**
- 1.3. **How we collect your information:** When you make booking enquiries or contact us via our website, we may collect your name, email address, phone number, and other contact information. We may also collect it in ways including during conversations between you and our representatives; or when you complete a membership form, an application or purchase order. We collect your personal information directly from you unless it is unreasonable or impracticable for us to do so.

2. FOR WHAT PURPOSES DO WE COLLECT, HOLD AND DISCLOSE YOUR PERSONAL INFORMATION?

We collect personal information from you so that we can perform HBYC activities and functions and provide our members with the best possible quality of membership and service. We do this by using your information to:

- 2.1. Send communications to you such as the weekly newsletter, notices of meetings etc.
- 2.2. Answer enquiries and any questions you might have about any new services or products.
- 2.3. Update our records and keep your contact details up to date.
- 2.4. The HBYC website uses cookies to analyse website traffic and optimise your website experience. Cookies are small text files that assist our website retain user preferences to improve the experience of visiting and using our website. In some cases, the cookies that we use may collect some personal information. You are free to disable cookies on your internet browser to prevent this information being collected; however, you will lose the benefit of the enhanced website experience that the use of cookies may offer.
- 2.5. Respond to and process to any complaint made by you. The process for making complaints at HBYC is to put the complaint in writing addressed to the Club Manager.

To whom may we disclose your personal information?

- 2.6. As required by AS or any other applicable organisation and/or HBYC member **but only with your express consent.**
- 2.7. **HBYC may disclose personal information to emergency services, law enforcement, or government authorities when required by law, or if we believe it is necessary to protect the life, health or safety of an individual.**

Your personal information will not be shared or disclosed other than as described in this HBYC APPs Privacy Policy.

3. WHERE WE HOLD YOUR INFORMATION

- 3.1. HBYC is committed to keeping your information secure on the HBYC databases. HBYC has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures HBYC uses includes procedures, training and strict confidentiality requirements of our employees, committee members and service providers.

4. HOW CAN YOU ACCESS AND CORRECT YOUR PERSONAL INFORMATION?

- 4.1. Members can self-correct standard personal information about themselves such as spelling errors etc. by logging into the members section on the HBYC website.
- 4.2. You may request access to any personal information we hold about you at any time. To do this please contact the NCP.
- 4.3. If you believe that the information we hold about you is incorrect, incomplete or inaccurate, then you may also request us to amend it for you.

5. WHAT IS THE PROCESS FOR COMPLAINING ABOUT A BREACH OF PRIVACY?

- 5.1. If you believe that your privacy has been breached, please contact the nominated person see page 1 of this policy. Please do this in writing to enable HBYC to investigate the privacy breach thoroughly.
- 5.2. The process for investigating and dealing with breaches of privacy is as follows:
 - Initial investigation by the NCP will determine the necessary course of action i.e.
 - investigation by designated responsible persons nominated by the General Committee.
 - findings reviewed by separate designated responsible persons nominated by the General Committee.
 - outcome and proposed action communicated by the NCP.

This Policy was approved by the HBYC General Committee on 20/10/2025.