



Sailability NSW Privacy Policy

1 Policy statement

- 1.1 This policy describes how Sailability NSW deals with information collected from volunteers, participant sailors and carers in the course of its activities. Sailability NSW complies with the Australian Privacy Principles¹ (APPs) published by the Office of the Australian Information Commissioner, and with the Health Records Information Privacy Act 2002 of NSW (HRIP Act)².

2 Application

- 2.1 This policy applies to all volunteers, carers and participant sailors who are registered members of Sailability NSW and any of its branches.

3 Definitions

- 3.1 In this document:

Sailability NSW or the **Organisation** refers to Sailability NSW and all of its branches.

Volunteer refers to any member of the public who has submitted a Membership Application to Sailability NSW.

Participant sailor refers to any member of the public who participates in sailing events at Sailability Branches.

Member refers to a registered volunteer or participant sailor.

4 Australian Privacy Principles

- 4.1 Open and transparent management of information.
Sailability NSW collects personal and health information from prospective members for the purpose of safety, care, communication and insurance cover. Sailability NSW manages this information in an open and transparent manner.
- 4.2 Anonymity and pseudonymity.
Sailability NSW members is unable to offer anonymity as all members must be identifiable to ensure safe care and practice on the water.
- 4.3 Collection of solicited personal information
Sailability NSW will only collect information that is directly relevant to the needs of the organisation. Information collected may be used for assessment of the skills & capabilities of its volunteers and participant sailors, for the care of participant sailors, or for communication & insurance purposes.
- 4.4 Unsolicited personal information
Unsolicited information is not retained by Sailability NSW.
- 4.5 Notification of the collection of personal information

¹ Refer to Schedule 1 of the *Privacy Act 1988* (The Privacy Act) , revised 12 March 2014

² Refer to The Health Records Information Privacy Act 2002.

On collection of personal and /or sensitive information, Sailability NSW will advise the participant or volunteer on the existence of this policy, how to access the information collected, and how to make a complaint about a breach of this policy by a member of the Organisation.

4.6 Use or disclosure of personal information

Except where required by an Australian law, court order, or enforcement body, Sailability NSW will not disclose personal information to any party outside Sailability NSW. A participant sailor's health information will not be disclosed by Sailability NSW to any other participant sailor or carer.

4.7 Direct Marketing

Sailability NSW will not use personal information for direct marketing.

4.8 Cross-border disclosure of personal information

Except where required by an Australian law, court order, or enforcement body, Sailability NSW will not disclose personal information to any entity or person outside Australia or its territories.

4.9 Adoption, use or disclosure of government related identifiers

Sailability NSW will not adopt, use or disclose government related identifier relating to its volunteers, participant sailors or carers.

4.10 Quality of personal information

Sailability NSW will ensure the integrity of personal information it keeps by updating its records on request from its members, and not less than once a year.

If a member fails to renew membership when it is due, records for that member will be archived for a period of not more than two years, and then destroyed.

4.11 Security of personal information

Personal information will be stored on a securely hosted database only accessible to Sailability NSW office bearers. Hard copies of the information may be in use during Sailability activities, but when not in use will be stored either in the locked Sailability NSW premises, or in the home of the responsible office bearer.

4.12 Access to personal information

A member may request access to his or her personal information by applying to a Sailability NSW volunteer. The person applied to will respond fully and in a timely manner.

4.13 Correction of personal information

If a volunteer receives a request to correct information pertaining to a member, the volunteer will notify an office bearer of the request. The office bearer will respond to the request in a timely manner.

5 Management of Sensitive Information

5.1 Sailability NSW collects sensitive (health and capability information) from and with the consent of its participant sailors and/ or their carers. Only health information necessary for the care, safety and enjoyment of our participant sailors will be collected.

5.2 Health information will be collected and updated only from the participant sailor concerned, or from his or her carer(s). Information that a member feels to be intrusive will not be collected.

5.3 Refusal to provide the information requested may result in the Organisation not accepting the participant sailor as a member.

5.4 Participant sailors and/ or their carers will be advised why the information is collected, how it will be used, and how they may view and correct the information.

6 Contact

6.1 Sailability NSW Exec Committee.

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