



# RMYS PRIVACY POLICY

## Overview

Royal Melbourne Yacht Squadron (RMYS) respects and is committed to maintaining the privacy of any information given to it by its members. This statement sets out RMYS' rules relating to information collection, storage and disclosure.

We recommend that you read through this carefully. If you have any queries, please contact us at 9534 0227 or [office@rmys.com.au](mailto:office@rmys.com.au)

## Collecting Information

We will request from you certain personal information in order to meet the objects of the Squadron. Those objects are to promote and encourage the recreation and sport of yachting on Port Phillip and other waters, establish and maintain relation with entities having similar objectives in Australia and elsewhere and to co-ordinate and encourage the activities of persons engaged in yachting, particularly, but not exclusively, on Port Phillip.

The type of personal information collected would typically include your name, date of birth, address, occupation, contact details, the date you became a member, your class of membership and particulars of your next of kin or other nominated person you might wish us to contact in an emergency. Any information collected will be stored and, unless you otherwise consent, will be used only for the purposes of providing services to you, administering the Squadron, and managing sailing events and Squadron functions. For example the information may be used:

- to give notice of your application for membership in accordance with clause 8.3 of the RMYS constitution,
- to give notices under the RMYS constitution and to provide you with Squadron publications,
- for emergency, safety or work incident purposes involving a member, their family, guests or boat,
- on published race results, race entry sheets, crew declarations, protest and appeal forms and proceedings
- to provide the members preferred contact details in the Squadrons "Red" book and other similar publications required for the efficient administration of the sport and social events conducted by the Squadron or as part of any peak bodies to which the Squadron belongs,

In order to provide the best services to you, RMYS will share information with, and acquire information from third parties or independent contractors whom we ask to perform services for us or to whom information must be disclosed to in the course of providing services to you. RMYS will, where necessary, enter into arrangement with these entities to keep the information confidential and to ensure that they use the information solely for the purpose of providing the third party or contractor services to you. Examples of where information may be provided to third parties include:

- To Yachting Victoria and Yachting Australia,



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- To other sailing clubs and organisations in order to conduct events in which the member is participating,
- To the Squadron's caterer, the Squadron's shipwrights and other preferred contractors and suppliers to the extent appropriate in order to provide services to you and provide efficient operations.
- To a debt collection agency in accordance with the RMYS Accounts and Credit Policy if your account is in arrears for longer than the time permitted by that policy,
- to any credit reference association or body to which the Squadron belongs in order to assist with collection of Squadron debts and to assist with ensuring equality and equity of financial burden between members

RMYS will not otherwise provide you personal information to third parties and will not provide your personal information for the purposes of third parties marketing direct to you. However, RMYS may be required by law to disclose the information collected from you. In such circumstances, only information that RMYS is required to disclose as matter of law would be divulged.

## Access to your records

You can view your records maintained at RMYS by attending at the Office. We welcome any changes to your details so as to keep our records up to date.

## Your rights

While information is being sought from you for the sole purpose of improving the services RMYS provide to you, you have the right to refuse to provide certain information. This may not always be possible as some of our services can only be provided if we are able to adequately identify you.

If you are not completely satisfied with this Statement, you are entitled to either query this practice, lodge a complaint with our Chief Executive Officer/General Manager or with the office of the Privacy Commissioner. All such inquiries or complaints would be handled with impartiality and discretion.

Occasionally your information may also be used for the purpose of introducing products or service which we believe would be of interest to you. However, if you do not wish to receive such information, you can let us know by phoning 03 9534 0227.

This policy is made as a rule under clause 19.4 of the RMYS constitution.

*RMYS Committee*

August 2008