

Privacy Policy – Frequently Asked Questions

The Australian Sailing Privacy Policy (**Privacy Policy**) was updated in November 2016 to comply with the Privacy Act 1988 and the Australian Privacy Principles within this legislation.

This FAQ's document has been provided to answer your most common questions around the Privacy Policy and how/for what purpose Australian Sailing (**AS**) collects, stores, uses and discloses personal information.

What has changed?

AS has updated its Privacy Policy to ensure that it remains compliant with the Australian Privacy Principles. Although AS has implemented this new policy, the way in which your information is handled has not changed at all. AS does not have any extra power regarding the handling of your information, nor is AS changing the way in which it collects your information. The change in policy was simply to ensure that AS remain compliant with the relevant privacy legislation.

How does AS collect my personal information?

AS collects personal information in a number of ways. The most common way is through your club membership which you may either supply yourself when joining or renewing membership; or on behalf of you by your club. Personal information is also collected when you register for a course or event run by AS. Other ways in which AS may collect your personal information are outlined on page 2 of the Privacy Policy under **How does Australian Sailing collect and hold personal information.**

What type of personal information does AS collect?

AS collects information that is required for the administration of the sport and membership. Information that is collected about a person will vary depending on the circumstances in which the information was collected. It may include, but is not limited to, the following:

- Contact details (name, email, postal address, phone number);
- Date of birth;
- Gender;
- Credit card details;
- Driver's licence number;
- Insurance details;
- Qualifications and accreditation;
- Communication history with AS;
- Working with children check or your State/Territory equivalent.

For what purpose does AS collect and use my personal information?

The main reason for AS collecting personal information is so that we can carry out our functions, including to provide products and services and enable participation in activities and events of AS, its affiliates and clubs. Other reasons for collecting personal information include:

- To provide you with your personal accident insurance cover (only valid for financial members of affiliated clubs when registered in the database);
- It proves compliance with rule 46 (helming) or rule 56 (crewing)
- To send you relevant sailing information and updates;
- To communicate directly with you when necessary
- Statistical analysis- ie gender, Date of Birth and postcode is important data that helps us identify trends and understand the dynamics of the sport.
- Reporting to Government
- Record qualifications and levels of accreditation

Where and how does AS store my personal information?

Depending on how AS collects your personal information affects where and how your personal information is stored.

Personal information collected through your club membership and/or your participation in a course run by AS is stored on the Australian Sailing National Database (you can access this through your mySailor account).

Other ways in which AS may store your personal information includes, but is not limited to contacts registers, network drives, and emails.

Who are Sports TG?

Sports TG (formerly Fox Sports Pulse) is Australian Sailing's membership platform provider. Sports TG is one of Australia's leading providers of information technology and communication systems to national and state sporting associations and sports clubs. For further information please visit: www.sportstg.com

Will Sports TG have access to member data and will they be able to communicate to members?

Sports TG does have access to the underlying information in the database and like all organisations, Sports TG comply with the Privacy Act and Privacy Principles.

Sports TG will not use any member data or communicate directly with any members. The only way someone will receive communications from Sports TG is if they have a Sports TG Passport and have opted in to receive specific communications from Sports TG. Specifically, Sports TG cannot put ads on club web sites or communicate with members in any way outside of service and support.

Can I opt out of receiving communications?

The system offers individuals the ability to opt out of communications from your club or class, or Australian Sailing. It also provides for opting out of various media i.e. phone, email, or post. As club members, you will not receive communication from Sports TG, so there is no need to opt out from Sports TG.

Users of the Sports TG system, such as myClub administrators who access and use the system via the secure "Sporting Pulse Passport" portal, are asked to accept Sports TG's standard terms of use. This does allow Sports TG to communicate with them unless they opt out of Sports TG communication. The Sporting Pulse Passport ensures that only a Clubs' Officials can access a club's member data.

When does AS disclose my personal information and will it disclose my information to third parties?

Your personal information will only be disclosed when the purpose for doing so is to help AS run its regular business operations. This may include disclosure to AS affiliates, relevant sporting bodies and third parties such as our insurance providers and other companies that we have engaged to carry out functions and activities on our behalf.

Where we provide your personal information to another business we do our best to ensure that these parties are subject to similar/the same provisions for fair handling of the information as the Australian Privacy Principles.

How can I access, change or update my personal information?

You can access, change or update your personal information through accessing your mySailor profile at the following link:

<http://www.sailing.org.au/mysailor>

Alternatively you can contact your Club administrator directly, or AS at: onlineservices@sailing.org.au.

Why did AS update its Privacy Policy?

The previous Privacy Policy was created and implemented after the changes to the *Privacy Act 1988 (Cth)* in 2014 and with this the introduction of the Australian Privacy Principles (APP's). Due to the complex nature of privacy and the evolution of organisational privacy requirements over the preceding years it has become necessary for AS to review and update its Privacy Policy.

The changes made to the Privacy Policy do not give AS any extra power or authority in regards to how we collect, use, disclose, store and enable access and corrections to personal information of individuals. All changes that were made were strictly made to ensure compliance with relevant legislation.

How does AS protect my privacy and keep my information secure?

Security of personal information is important to AS. AS has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some security measures include strict confidentiality requirements of our employees, volunteers, affiliates and service providers, internal policies around the use of personal information, security measures for system access, security measures for protection of the database and security measures for our website.

Is my club allowed to give AS my personal information?

Your clubs affiliation with the state organisation requires it to upload your membership information on to the National Database. Your club should have a privacy policy which outlines how it handles your personal information and as part of your membership registration with your club you are agreeing to abide by your clubs terms and conditions.

How long does AS hold on to my personal information for?

AS holds onto personal information about an individual until that information is no longer needed for any purposes for which the information may be used or disclosed by AS in accordance with the Australian Privacy Principles. As a general rule your personal information will remain in the national database forever and kept for historical purposes, unless it has been de-identified by a request or deleted or de-identified in accordance with a law. Although your information will remain you will be listed as being "Not Registered" in the database.

When required, AS will take such steps as are reasonable in the circumstances to destroy the information or to ensure that the information is de-identified.

Who can access member information?

The levels of access are hierarchical. Only authorised club/class administrators and Australian Sailing staff can access club member information. Club administrators do not have access to any data other than their own clubs.

What personal information can an administrator from my own club access about me?

Your club administrator can access all the personal information that you provide for your membership with your club.

For someone to become a Club Administrator they are required to submit a form to AS which includes them declaring the purpose for their use and agreeing to be bound by the intention and requirements of the Privacy Act, only using the information at their disposal for the intention it was provided.

How can I have my personal information removed from the AS database?

The club in which you are a member of is responsible for the administration of your personal information relevant to membership. Where your personal information is no longer required for a purpose permitted under the Australian Privacy Principles your personal information will be removed. De-identifying your personal information may be done by your Club Administrator on request by you or by an authorised person on behalf of you and will be approved if the deletion or de-identification won't affect your membership with the Club or your relationship with AS.

You are able to contact AS and ask them to de-identify yours or someone else's personal information. AS will only do so when it can be shown that you are no longer a sailing or the person you are enquiring on behalf of has passed away.

Who can I contact if I have questions, complaints or issues with the Privacy Policy?

Any questions, complaints or issues around the Privacy Policy can be directed to the following contact details:

- **By email** by using the **Contact Us** form at <http://www.sailing.org.au/contact/contact-us/>, entering your details, clicking on the **Corporate** topic button and clicking submit.
- **By telephone** on (02) 8424 7400
- **Write to:**

Privacy Officer:

Australian Sailing Limited

Level 1, 22 Atchison Street, St Leonards, Sydney, NSW 2065

We will respond to your complaint within a reasonable period, and try to resolve your complaint for you. If we are unable to resolve your complaint or you are unhappy with the outcome, you can contact the Office of Australian Information Commissioner via its enquiries line 1300 363 992 or website <http://www.oaic.gov.au/> to lodge a complaint.

Disclaimer: This document is not part of the Australian Sailing Privacy Policy, nor is it a legal document. Any information provided on this document is general advice only and should not be considered legal advice.