CLUB AND CLUB ADMINISTRATORS RESPONSIBILITIES

Privacy

The Club as a whole and you as the Club Administrator have a significant responsibility regarding the personal information of your Club Members and how you handle their information. The way in which members register with your club may affect how their personal information is handled by you. Club Administrators must ensure that they are complying with their clubs privacy policy and with the relevant Privacy Legislation at all times whilst collecting, handling, accessing, using and storing personal information. This responsibility needs to be governed by the Clubs privacy policies and practices in compliance with the relevant laws.

It is important that each member's personal information is uploaded onto the National Database so that they receive the benefits of their relationship with Australian Sailing which includes access to the Personal Accident insurance program, communication and updates from Australian Sailing and other sailing services and products. It is the clubs responsibility to advise their members that their personal information may be uploaded onto the National Database. Australian Sailing recommends that each club includes the following statement on their member registration forms (whether the forms be paper, online or otherwise):

PRIVACY COLLECTION STATEMENT
This information may be stored in part or in full in the Australian Sailing National Database by the club and this information may be used by the Club and/or Australian Sailing (AS). Any personal information provided will only be used in accordance with the objects and purposes of AS, AS general business and in relation to the National Database. If the requested personal information is not provided, you will not be able to receive the benefits of registration with the National Database including access to the Personal Accident Insurance program. Individuals will be able to access their personal information through their online profile, their Club or through AS upon reasonable notice. For further information on the Australian Sailing Privacy Policy and/or the collection notice, please refer to www.sailing.org.au.

It is a requirement that each time a person provides their personal information they are provided with a Collection Notice and access to the relevant Privacy Policy of the Organisation. By including the above statement you will be providing a statement which outlines the purpose for collection and provides a link to access the Collection Notice and the Australian Sailing Privacy Policy.

Club Privacy Policy

Due to a Clubs relationship with its State and National Sporting Organisation and because they collect members personal information, they are required as part of their affiliation to comply with the Privacy Act and the Australian Privacy Principles therein. The Privacy Act requires businesses or clubs with an annual turnover of $3 million to comply regardless, however, there are also requirements for clubs or businesses to comply due to their relationship with a state or national organisation and/or due to the types of information that they collect. As part of a clubs affiliation and as a major part of their compliance, each club must have its own Privacy Policy which outlines how they handle personal information. Clubs need to ensure that they handle personal information in line with the requirements of the Australian Privacy Principles and in line with theirs and the Australian Sailing Privacy Policy.

If a club does not have a policy and/or does not comply with the Australian Privacy Principles they can be penalised with large fines.

If a Club has a concern relating to privacy they should seek their own independent legal advice regarding your privacy policy and other privacy commitments.

Accessing the Club Database

Individuals should not be accessing the Club database unless they are doing it for the purposes prescribed in their clubs Privacy Policy. Australian Sailing recommends that each club has only a small number of trusted officials who can access the database and that these people are familiar with their requirements regarding their handling of their members' personal information. If a new club official requires administration rights to the clubs portal, the club must have in place a system to grant and remove administration rights which ensures the Club Administrator is bound to not provide your details to other persons or entities and that they agree to be bound to the requirements of the Privacy Act.

As a general rule, a club administrator can access the database if it is required of them for the general business of the club e.g. accessing a club members email address or phone number to contact them about paying their fees or if required in the case of an emergency. Unless it has been prescribed in the clubs privacy policy and is not in breach of the Privacy Act, a club should not be running reports and sending spam or bulk emails to its members. There are a number of limitations around what personal information can be used for, and Australian Sailing strongly recommends that Clubs seek their own legal advice around this.

Collection Notice

Clubs who have their own database should provide their members with a Collection Notice as part of their registration. A copy of the Australian Sailing Collection Notice is located here and Clubs should have their own version of this.

Bulk Uploads

Clubs have the ability to renew members in bulk and bulk update member fields in the system, provided they meet the requirements set out in bulk renew and/or bulk update fields process in the system.

Clubs who use these processes must ensure that they store the .csv file securely and protected in line with the Privacy Act.

Where clubs create their bulk upload file from their own database, they need to ensure that their members are aware of this and have provided acceptance of this. This makes it important that the Club uses a privacy collection statement in its registration process that provides for this acceptance. Clubs should look to make note of this in their own Privacy Policy also.

Club Administrator Declaration

By having agreed to become a club administrator you have declared that you will comply with the Privacy Act and that you will handle personal information of your club members in line with the requirements set out in this document, by your own clubs privacy policy and by the Australian Sailing Privacy Policy. You recognise that privacy is a very sensitive issue and your responsibility in handling personal information needs to be taken very seriously.

Club Responsibilities

The club should seek its own legal advice for their privacy responsibilities. Each club must recognise the need to have strict policies and practices governing their handling of personal information. Each club must comply with the Privacy Act and failure to do so can result in large fines as well as the potential for further penalties from Australian Sailing including not being allowed to affiliate where serious breaches have occurred.

Australian Sailing takes its privacy responsibilities very seriously, and through your affiliation this responsibility becomes yours as well. The Australian Sailing Privacy Policy is located at:

Further Information:

To contact Australian Sailing please do so by following the links below:

Privacy:	Contact your local Regional Manager or Club Services Officer Visit sailing.org.au/about/ourstaff for contact details

For further information regarding the Australian Privacy Principles click on the link below:

Australian Privacy Principles/ **Office of the Australian Information Commissioner:**	https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles

Disclaimer: This document is not a legal document. Any information provided on this document is general advice only and should not be considered legal advice. This document is provided to the Club and the Club Administrator to advise them of their responsibilities around personal information and privacy and for further questions or clarification the Club should seek its own independent legal advice.