



MBBC Sailing Section Privacy Policy

1. We have adopted this Privacy Policy to ensure that we have standards in place to protect the Personal Information that we collect about individuals that is necessary and incidental to:
 - (a) Providing the system and services that MBBC Sailing Section offers; and
 - (b) The normal day-to-day operations of our club.
2. Our Privacy Policy deals with:
 - (a) what personal information we may collect from you;
 - (b) how we may use or share your information;
 - (c) how we secure the personal information that we collect; and
 - (d) how you may access the personal information that we hold about you.
3. The information we may collect
 - 3.1 In the course of our club activities it is necessary for us to collect Personal Information. This information allows us to identify who an individual is for the purposes of our club activities, share Personal Information when asked of us, contact the individual in the ordinary course of our club activities and transact with the individual. Without limitation, the type of information we may collect is:
 - (a) Personal Information. We may collect personal details such as an individual's name, location, date of birth, nationality, and other information defined as "Personal Information" in the Privacy Act that allows us to identify who the individual is;
 - (b) Contact Information. We may collect information such as an individual's email address, telephone, residential postal address and other information that allows us to contact the individual;
 - 3.2 We may collect other Personal Information about an individual, which we will maintain in accordance with this Privacy Policy.
4. How we may use/share your information. MBBC Sailing Section may use your personal details in any of the following capacities:
 - 4.1 To allow us to contact you or your emergency contact for club activities;



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4.2 Email Communications; From time to time we may contact you via email to keep you informed of club activities.

5. How we secure your personal information

5.1 We will take all reasonable precautions to protect an individual's Personal Information from unauthorised access. This includes appropriately securing our physical facilities and electronic networks.

5.2 The security of online transactions and the security of communications sent by electronic means or by post cannot be guaranteed. Each individual that provides information to us via the internet or by post does so at their own risk. We cannot accept responsibility for misuse or loss of, or unauthorised access to, Personal Information where the security of information is not within our control.

5.3 We are not responsible for the privacy or security practices of any third party (including third parties that we are permitted to disclose an individual's Personal Information to in accordance with this policy or any applicable laws). The collection and use of an individual's information by such third parties may be subject to separate privacy and security policies.

5.4 If an individual suspects any misuse or loss of, or unauthorised access to, their Personal Information, they should let us know immediately.

5.5 We are not liable for any loss, damage or claim arising out of another person's use of the Personal Information where we were authorised to provide that person with the Personal Information.

6. How you may access/control your personal information

6.1 You can ask whether we are keeping personal information about you by emailing MBBC Sailing Section whose contact details can be found at the foot of this policy. If we have retained information on file, you may request a copy of it. You may also wish to apply to amend the information if you believe it to be incomplete, inaccurate



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or irrelevant. There is no charge for an individual to seek access to or apply to amend their personal information.

6.2 It is an individual's responsibility to provide us with accurate and truthful Personal Information. We cannot be liable for any information that is provided to us that is incorrect.

6.3 If an individual believes that they have received information from us that they did not opt in or out to receive, they should contact us on the details below.

7. Other important information

7.1 When an individual accesses us through the internet we may collect information using cookies (if relevant – an individual can adjust their browser's setting to accept or reject cookies)

7.2 MBBC Sailing Section reserves the right to change, modify or amend our Privacy Policy at any time by updating this policy on our website. If we decide to change this Privacy Policy, we will post the changes on our site at www.mbbc.org.au under the Sailing Section. Please refer back to this Privacy Policy to review any amendments.

8. Please direct all queries about this Privacy Policy and information regarding the retention of your personal details to:

sailing@mbbc.org.au