

Mana Cruising Club Incorporated – Privacy Policy

Mana Cruising Club is committed to fulfilling its privacy obligations in relation to its members, staff, sponsors, suppliers and others (Stakeholders) as required under the Privacy Act 1993 (the Act):

- The Club will collect personal information that is necessary for the Club to fulfil its activities and functions and as required by law. The information can include name, street, telephone number, date of birth, email address, occupation etc. relating to employment, membership applications and other information collected as the result of accessing the facilities and services provided by the Club. The Club will only use personal information in ways that are consistent with the Act.
- The Club will use lawful and fair means, that are not intrusive, to collect personal information. Where lawful and practical, the Club will accommodate a Stakeholder's request to interact anonymously with the Club.
- The Club will provide opportunities to Stakeholders to access their private information held by the Club, to the extent provided by the Act, and will ascertain and correct the information, if advised in writing that the information is not accurate or complete.
- The Club has procedures in place to facilitate privacy complaints and encourages the Stakeholders to first contact the Club. If this facilitation is not to the satisfaction of the Stakeholder, the Club will advise the Stakeholder to refer the complaint to the Privacy Commissioner.

The Club's privacy principles include:

- only collecting information necessary for the Club to fulfill its activities and functions or required by law.
- telling members, staff and patrons why the Club is collecting the information, how the Club will use and disclose the information (for example, those organizations likely to receive the information) and how they can access the collected information.
- using and disclosing personal information for a secondary purpose or for direct marketing only in accordance with the Act.
- accommodating requests from members, staff and patrons for interacting anonymously with the Club, where lawful and practicable.
- using fair and lawful means to collect information.
- ensuring that the information held by the Club is accurate, complete and up-to-date and correcting information upon request.
- taking reasonable steps to protect information held by the Club by locating the information in a secure place.
- permanently destroying or de-identify information the Club will not need in the future.
- preventing unauthorized access, modification, misuse or loss of information
- designating a committee member to facilitate privacy issues at the Club.
- not transferring information overseas unless conditions outlined in the Act are met.

For employees, the Club will ensure that:

- except in the case of an emergency, confidential information will only be disclosed with the consent of the individual concerned.
- The Club encourages any employee who has any concern about this Confidentiality Policy and its application to discuss their concerns with their supervisor or with Club management.

John Setter Commodore 24th April 2015

This is a living document. If you have suggestions that will help our Club comply with its privacy obligations, please submit them to the Commodore for consideration by the Club Committee.