



CRUISING YACHT CLUB OF AUSTRALIA

Home of the Rolex Sydney Hobart Yacht Race

Cruising Yacht Club of Australia Privacy Policy

As at 19 September 2021

Cruising Yacht Club of Australia (“CYCA”) is committed to providing quality services to Members and their guests and this policy outlines our ongoing obligations in respect of how we manage Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

What is Personal Information?

Personal Information is information or an opinion that identifies an individual.

What are the kinds of Personal Information that CYCA collects and holds?

Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers, dates of birth, credit card information and on rare occasions driver licences and passport details. In relation to our employees they also include details of superannuation arrangements, tax file numbers and where appropriate, immigration status.

How does CYCA collect and hold Personal Information?

This Personal Information is obtained in a number of ways including information given to us by Members and guests, from our website, from emails, correspondence, telephone calls and from third parties. We don't guarantee website links or policy of authorised third parties.

Security of Personal Information

Your Personal Information may be held in either or both of hard copy and electronic formats. It is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify that Personal Information.



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However, most of the Personal Information is or will be stored in files which will be kept by us for a minimum of 7 years.

The purposes for which CYCA holds collects, holds, uses and discloses Personal Information

We collect Personal Information for the primary purpose of providing our services to our Members and their guests. We may also use Personal Information for secondary purposes closely related to the primary purpose, in circumstances where it would be reasonable to expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law
- Where we reasonably believe there is a threat to an individual's life, health or safety or public health or safety.



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CYCA may also disclose your information to third parties that provide services under contract to CYCA. These contracts require the third party to keep your personal information confidential and secure.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

CYCA will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

How an individual can complain about a breach of the Australian Privacy Principles, or a registered APP code and how CYCA will deal with such a complaint

A complaint concerned a possible breach of the APP or a registered APP Code should be made in writing to the Chief Executive Officer, Cruising Yacht Club of Australia as follows:

Cruising Yacht Club of Australia

1 New Beach Road

Rushcutters Bay NSW, 2027

Australia

email: ceo@cyca.com.au

Telephone: +612 8292 7800

Upon receiving your complaint, the CEO or the Compliance Officer will contact you to obtain further detail and will then if necessary cause your complain to be investigated and report back to you on the result of the investigation and what steps will be taken following the investigation. It will also be reported to the Audit Planning and Risk Committee.

While we will use every endeavour to satisfactorily resolve your complaint, if you are not satisfied you can contact the Office of the Australian Information Commissioner.



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Is CYCA likely to disclose Personal Information to overseas recipients?

Where individuals are participating in overseas races, whether as crew, coaches, judges or otherwise, it is likely that Personal Information will need to be disclosed to travel agents, airlines, hotels, Government authorities issuing visas, race organising authorities and other organisations with which we need to liaise in relation to an individual's travel and participation.

It is not practical to specify those countries in which the overseas recipients of the Personal Information are located, as it will depend upon where races are being conducted.

Policy Updates

This Policy may change from time to time and is available on our website.