



Worser Bay Boating Club Inc.

# WBBC POLICY: PRIVACY

## PURPOSE

In performing its functions and administration WBBC may collect, hold, use or disclose personal information about members and third parties.

## Scope

This policy applies to everyone in WBBC - members, employees, contractors and volunteers.

## Principles

- WBBC will comply with legislative requirements and will take all practical steps to ensure the confidentiality of members and third parties. The Privacy Act 1993 (the Privacy Act) and associated principles govern the way community groups need to keep information private. It also prescribes how to share information with others. The Act is based on 12 privacy principles. These set out broad rules (together with limited exceptions) relating to the collection, storage, security, accuracy, use and disclosure of personal information, as well as an individual's rights to access and correct personal information.
- WBBC takes privacy seriously and we will commit to only collect, hold, use and disclose personal information in accordance with the Privacy Act. WBBC will not ask for any personal information which we do not need. The Privacy Act requires that we should collect information for a purpose that is reasonably necessary for, or directly related to, a function or activity of WBBC.
- Information such as members records and employee and contractor's records should not be accessible to everybody in the organisation. Access should be provided to General Committee members, employees or contractors who require access to those records and files to fulfil the requirements of their job description or contract for service. No WBBC member or employee or contractor will give out personal or financial information about any member or third party, regardless of privacy claims.
- Members and third parties have the right to access information which WBBC holds about them, and provide access to this information on request.
- WBBC will take seriously and deal promptly with any accidental or unauthorised disclosure of personal information.

## Internal controls

- WBBC holds personal information in a range of paper-based and electronic records. We will take all reasonable steps to ensure that any personal information about clients, learners, participants and users we hold is not subject to loss or misuse or unauthorised access, disclosure or alteration. Our steps include:
- ensuring all offices where employees, contractors or sub-contractors work from are secure - including home offices.
- ensuring all records that are sensitive are held by authorised team members who know they are sensitive.
- being aware of physical security and locking all records away when not in use.
- taking care when disposing of confidential records; printed records should be shredded or disposed of securely, and electronic records should be moved to the recycle bin and emptied.
- not leaving records where an unauthorised person can read them or they could be stolen.
- keeping printed records in their covers, folders or boxes.
- storing printed records securely if removing from offices.
- making a note of who takes records, what they were taken for, where they are normally kept, including, when they were taken, and when returned.



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- protecting sensitive computer-based information with passwords, and
- not keeping personal information longer than required either by law or for the purpose for which it was obtained.
- Any electronic details about clients, learners, participants and users must be kept in secure environments online in the WBBC Dropbox
- Our clients, learners, participants and users have a right under the Privacy Act to access personal information we may hold about them.

## **Definitions**

a. Office - defined as either the WBBC office, or any other home office which any employee, contractor or sub-contractor may work from.

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Passed by General Committee, February 2024.

For review: 2026