

PRIVACY STATEMENT

1. Purpose

Keppel Bay Sailing Club (KBSC) is subject to the [Privacy Act 1988 \(Cth\)](#) . The Privacy Act contains thirteen (13) [Australian Privacy Principles](#) (APPs) which are rules about how KBSC may collect, use, dispose, and store personal and sensitive information, including health information and how you may access and correct records containing your personal or sensitive information. KBSC is committed to complying with all applicable privacy laws and protecting your privacy in accordance with the APPs.

This **Privacy Statement** sets out, in brief, how KBSC handles personal information. For further information, or to receive a copy of KBSC's full **Privacy Policy**, please ask a KBSC staff member, telephone KBSC on 07 4939 9585 (Spinnaker Reception), or write to:

Keppel Bay Sailing Club
PO BOX 32
YEPPOON QLD 4703

2. Policy Statement

KBSC is a not-for-profit organisation that is devoted to supporting the local community through employment, buying locally, training, community contributions and sponsorship. KBSC supports the sports of sailing and lawn bowls by providing and maintaining required facilities. We also assist and promote all local healthy active outdoor recreation with a passion for youth engagement. The Club sponsors major events each year to enrich the youth and community experience including the Yeppoon Show, Pinefest and Village Festival.

KBSC may collect, use or disclose personal information such as names, addresses, email addresses, phone numbers, drivers licence details, position details and other identifying information directly or indirectly to / for:

- KBSC operations, services, venue and restaurant bookings, Club membership,
- comply with Queensland Health Order Directives, in respect of COVID-19 or other requirements,
- suppliers, contractors and other service providers engaged by KBSC to provide goods and services,
- manage KBSC service delivery processes relating to risk management, safety, security, and quality management system certification activities,
- perform risk and probity and working with children checks where required,
- provide information about KBSC venues, events and services,
- perform administrative operations, including accounting, payroll, risk management, record keeping, and archiving,
- conduct marketing or customer satisfaction research,
- develop, establish and administer arrangements with other organisations in relation to the promotion and use of KBSC venues and services,
- tell customers and community representatives about KBSC venues and services that may be of interest to them,
- engage with you in your dealings with KBSC and for other related purposes,

- maintain records as required under KBSC policies and by law,
- an emergency where your life is at risk and you are unable to provide consent; or
- other purposes required or permitted by law.

Where KBSC outsources services, it takes reasonable steps in the circumstances to ensure that third parties, have obligations under their contracts with KBSC to comply with all laws relating to the privacy (including security) and confidentiality of personal information.

KBSC will usually collect your personal information directly from you, but sometimes may need to collect it from a third party. KBSC will only do this if you have consented, or where it is not reasonable or practical for KBSC to collect this information directly from you. The personal information KBSC collects will be used only for the purpose for which it was provided and will not be disclosed without consent, except where authorised or required by law.

You have the right to access personal information held by KBSC. You can also request an amendment to personal information that KBSC holds about you should you believe that it contains inaccurate information. You may request access to personal information held by KBSC by writing to:

The General Manager
Keppel Bay Sailing Club
PO BOX 32
YEPPOON QLD 4703

KBSC will take all reasonable steps to:

- ensure that personal information collected and held is accurate, complete and up-to-date.
- protect the personal information from misuse, loss or unauthorised access or disclosure; and
- store personal information securely, with access limited to only those people necessary to manage and use the information in accordance with this Privacy Statement and the KBSC full Privacy Policy.

3. Document Information

Title:	Privacy Statement
Document Number:	KBSC-GOV-018
Reviewed By:	GM
Approved By:	Board – Board of Directors Meeting 25/10/2022
Approval Date:	2022
Review Date:	2024