



PRIVACY POLICY

This document sets out the Mosman Rowing Club (MRC) policies on management of personal information.

MRC recognises that privacy is important and that individuals have a right to control their personal information.

Definitions of terms in the Commonwealth Privacy Act (such as “personal information”) also apply in this policy.

MRC may update this policy from time to time.

MRC is committed to complying with the National Privacy Principles (NPPS) of the Privacy Act (as amended from time to time). MRC’s Privacy Policy governs collection, storage, use and disclosure of personal information.

Collection

MRC generally collects the following kinds of personal information, for the following purposes, which are necessary in MRC’s administration of the Club and its members.

- Members’ names and contact details, so that MRC can maintain a register, maintain contact with, and provide membership benefits to those members.
- Names and contact details of volunteers, to keep a register and maintain contact with those volunteers.
- Names and details of members’ financial payments.

Where possible MRC collects information from the individual concerned. At the time of collection, MRC endeavours to advise the individual of:

- a) the relevant purpose of that information,
- b) the fact they are able to access their information.

Whether the information is collected from an individual or from elsewhere, and whether or not we obtain written consent, MRC always deals with that information in accordance with this policy.

MRC takes reasonable steps to make sure that the personal information it collects, uses, or discloses is accurate, complete and up-to-date and is obtained fairly and lawfully.

Storage

MRC takes steps to make sure that personal information is stored securely and accessed only by personnel with authority to do so.

Paper copies of personal information are stored in a physically secure place, and there are appropriate access controls in place for technologically stored information.

When personal financial information is given to MRC via telephone, fax or email this information is used for servicing those customers and is then destroyed.

**Use**

We use the information above for the purposes outlined.

We also analyse information from time to time; in order to improve our services and products provided to our members. This analysis is based on aggregate information, not information pertaining to specific individuals.

MRC will not on-sell or distribute personal information collected to third parties.

Disclosure

We may disclose personal information in the following ways:

- We disclose personal information when we are required legally to do so
- We disclose personal information to others when they carry out tasks for us which are necessary to achieve the organisation's operational and strategic goals

Further Information

For further information regarding the MRC's use of personal information or to request access to the information we might hold that is relevant to you, please contact the Club Secretary

Email: secretary@mosmanrowing.com