

PRIVACY POLICY STATEMENT

Westernport Yacht Club Inc. is committed to the protection of personal information it collects in the day to day running of its business; and to complying with the National Privacy Principles set out in the Privacy Act 1988.

This privacy statement sets out Westernport Yacht Club's policy regarding the way in which we obtain, use, and disclose information about you. We are committed to providing a high level of privacy relating to all personal information collected by us.

The types of information generally collected by Westernport Yacht Club include your name, address, telephone numbers, facsimile number and e-mail address. Personal information may be collected as follows:

- When you make a telephone enquiry
- When you engage us to provide a service or advice to you
- When you provide us or we collect your business card
- When you call us regarding membership enquiries
- When you provide your details to us at any time.
- When you visit our website and make an enquiry or send an e-mail transmission to us.

You specifically authorise the following disclosures of your personal information may be made by us for the purpose of providing you with the services that you have requested or are essential to comply with the Regulations and run the club.

- Disclosures to media, to other members of the club, to government and statutory bodies, lawyers and financial institutions.
- Disclosures to tradespeople, and to other sources acting for the club, other sailing organisations or a fellow member.
- Disclosures required by law or as permitted by the Act.

If we elect to retain your personal information such as your name, address and telephone numbers, you have our commitment to your privacy.

Westernport Yacht Club takes all reasonable measures to secure any personal information that we hold about you and to keep this information accurate and up to date.

Access to personal information files is restricted to members only. Information held on our computers is protected by a system of passwords that only allows authorised personnel access.

At any time should you have a concern regarding a possible breach of your privacy please contact our Commodore.

You have the right to have access to your personal information that this office holds. Any request for information not made in person must be in writing. Written requests to supply copies of information will be handled within a 14-day period of the written request being received by this office.

If you wish to amend your personal information because it is out of date or incorrect or you wish it to be deleted from our database, please contact our Secretary. You should also contact our Office should any of your personal details change and we will take all reasonable steps to ensure the information is up to date.

Dated: 25 August 2007