



## ***Privacy Policy***

VMR Mornington and VMR Hastings will only use personal information provided for the purposes for which it was collected, or for a secondary purpose where we are permitted to do so under the Privacy and Data Protection Act, 2014.

**VMR Mornington/Hastings** is committed to providing quality membership and training services to Members and this policy outlines our ongoing obligations to Members in respect of how we manage your 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 your personal information.

A copy of the APPs may be obtained from the website of The Office of the Australian Information Commissioner at [www.oaic.gov.au](http://www.oaic.gov.au)

### **What is Personal Information and why do we collect it?**

Personal information is information or an opinion that identifies an individual. Examples of personal information we collect from our members include: names including next of kin or an emergency contact, addresses, email addresses, and phone numbers. We also collect member "self-assessment medical" forms, police check and or Working With Children details and status and records of your formal training and qualifications.

This personal information is obtained in many ways including interviews, correspondence, by telephone, by email, via our website [www.vmr-mornington.com.au](http://www.vmr-mornington.com.au) your web site, from media and publications, from other publicly available sources and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect member's personal information for the primary purpose of providing our services to members. We may also use member personal information for secondary purposes closely related to the primary purpose, in circumstances where a member would reasonably expect such use or disclosure. For example we may from time to time publish member's names and/or member's may appear in a photograph which we publish on our social media, website or in articles provided to media out-lets.

If you are accepted as a member of VMR Mornington, and if you for privacy, you wish for your name and or photograph's not to be published, you will be provided with a form at your induction to complete and sign, we will do our best to keep these details private, however we cannot guarantee others outside of our control will not publish members details.

When we collect personal information we will, where appropriate and where possible, explain to you why we are collecting the information and how it is planned to be used.

In addition to Member information collected, VMR may also collect some information from you when you use this website. Your use of the information and services available through our website will determine the type of information that we collect about you.

The only personal information that we collect about you when you use our website is what you tell us about yourself, for example, when you complete an online member application form or request to be placed on a mailing list or information you provide to us when you send us an email. Please note: we will record your email address if you send us an email.

All other privacy principles apply

### **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 member consent; or where required or authorised by law.

### **Third Parties**

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

### **Disclosure of Personal Information**

Member personal information may be disclosed in a number of circumstances including the following:

- Third parties where a member consents to the use or disclosure; and
- Where required or authorised by law.

This may include providing information to Victoria Police, Maritime Safety or other government authorities if required

### **Security of Personal Information**

Member's personal information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When member's personal information is no longer needed for the purpose for which it was obtained, we will take all reasonable steps to destroy or permanently de-identify member personal information. However, most of the personal information is or will be stored in personnel files which will be kept by us for a minimum of 7 years.

Personal information may be stored both electronically (on our computer system) and in hard-copy form. Firewalls, anti-virus software and email filters, as well as passwords, protect all our electronic information. We take all necessary measures to ensure the security of hard-copy information

VMR Mornington/Hastings stores all information related to running the business and personal information on the cloud based Dropbox. For further information on Dropbox security, please visit <https://help.dropbox.com/accounts-billing/security/how-security-works>

**Access to Personal Information**

Authorised members have access to all personal information.

Members may access their personal information we hold about them and to update and/or correct it, subject to certain exceptions. If a member wishes to access their personal information, please contact the VMR Mornington/Hastings Secretary in writing.

VMR Mornington/Hastings will not charge a member for access but may charge an administrative fee for providing a copy of their personal information.

In order to protect your member personal information we may require identification from the member before releasing the requested information.

**Maintaining the Quality of Member Personal Information**

It is an important to us that member personal information is up to date. We will take reasonable steps to make sure that member 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 the member.

**Policy Updates**

This Policy may change from time to time..

**Privacy Policy Complaints and Enquiries**

Day to day responsibility for the implementation of this Policy rests with the Secretary, VMR Mornington/Hastings, to whom all correspondence should be addressed.

(email: [secretary@vmrmornington.com.au](mailto:secretary@vmrmornington.com.au) or mail: Secretary VMR Mornington/Hastings , PO Box 389, Mornington VIC 3931.)