

Name:	Privacy policy
Approver:	Executive Committee
Date of Approval:	9 March 2023
Owner:	Commodore
Next Review Date:	March 2026
Application:	Universal

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Objectives

The objectives of this policy are to:

- outline how we protect individual's privacy

This Privacy Policy explains how we collect, use, and disclose the personal information that we collect from you or which we have obtained about you from a third party. It sets out various rights you have in relation to that personal information.

Reviews of this Policy

This document will be reviewed annually, or earlier as determined by the Executive Committee.

Definitions

Personal information is information about an identifiable individual and includes the individual's name, address, email address, and telephone numbers.

Context

Your privacy is important to us, and we are committed to ensuring that your personal information is protected.

1. Personal information

We collect information about you whenever you interact with us, for example when you book an event.

We may store personal information we collect in any format we choose at our offices, or at premises outside our offices, including data storage facilities or online storage located within or outside New Zealand, which may be operated by independent service contractors.

2. Purposes for which we use your personal information

Personal information we collect and hold may be used by LBYC (as applicable):

- to provide you with services and member benefits
- to register your membership with Yachting New Zealand
- to comply with our legal obligations.

We may also use personal information (as applicable):

- for contacting you regarding LBYC
- for internal administration purposes such as invoicing and receipting and debt recovery (which may involve disclosing information to debt collectors)
- for providing you with member services, which may be via a third party.
- for specific purposes we tell you about or you authorise.

We may not be able to provide you with the member services you are entitled to if you do not provide us with necessary personal information when requested to do so.

We will not provide your personal information to third parties for advertising purposes.

3. Legal basis for the collection of your personal information

We process your personal information based on your written or oral consent. You may withdraw your consent at any time. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.

4. Disclosures

We may need to disclose personal information to third parties (including other entities or individuals who assist us in providing services or who perform functions on our behalf, such as information technology and data storage providers), including in the course of providing member services to you. We may disclose personal information if:

- it is required or authorised by you
- it is required or authorised by law

5. Contacting LBYC

Under the Privacy Act 2020, individuals have rights of access to, and to request correction of, their personal information. You may also have rights under the EU General Data Protection Regulation to erasure of personal information or restriction of processing of personal information or to object to processing, as well as the right to data portability and the right to lodge a complaint with a supervisory authority. If you have any questions about this Privacy Policy or requests relating to your personal information, please contact LBYC at execsec@lbyc.org.nz.

6. Updates to this policy

LBYC will review this policy three yearly or earlier as required. reserves the right to update this Privacy Policy from time to time. Any change we make applies from the date the updated Privacy Policy is posted on our website.

Responsible person

The Privacy Officer has responsibility for ensuring that this policy is implemented, maintained and reissued as required. The Privacy Officer will be the Executive Secretary of the club, unless otherwise stated. The Executive will support the Privacy Officer in the exercise of this policy, through regular reviews of the application of the policy as part of Executive meetings.

Version History

Version	Date released	Version	Author
Initial	9 March 2023	Adapted from RNZYS policy and supersedes the Website policy 2017	
