



*Boating Industry Association
of Victoria*

PRIVACY POLICY

Current version:	18 April 2018
Last reviewed:	
Next review date:	18 April 2020
Person responsible for review:	CEO/Administration Manager



Privacy Policy

This privacy policy sets out the principles of how Boating Industry Association of Victoria uses and protects all personal information collected whether through employment, potential employment and through the course of its business. Boating Industry Association of Victoria is committed to ensuring your privacy is protected when collecting such personal information, in line with privacy legislation.

Who does the Privacy Policy apply to?

The Policy applies to all Boating Industry Association of Victoria employees. For the purpose of the Policy, 'employee' means persons working at Boating Industry Association of Victoria including ongoing and temporary employees, agency staff, contractors, consultants, board directors, committee members, trainees and students on work experience. This policy complements the Privacy Policies of partner organisations and suppliers.

Definitions

Personal information	Personal information is any information which identifies an individual, or from which the individual's identity can reasonably be ascertained. It includes personal details such as individual's name, address, email addresses telephone number, date of birth, work experience, skills and qualifications, any test results, referee contact details and other information relating to career, education and personal interests.
Sensitive Information	Sensitive information is information about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientations or practices or criminal record.
Employee record	Employee record means information contained in or recorded in a record about health, training, discipline or resignation of the employee, termination of the employment of the employee, terms and conditions of employment, personal and emergency contact details, employee performance or conduct, hours of employment, salary or wages, membership of a professional or trade association, trade union of membership, recreation, long service leave, sick, personal, maternity, paternity or other leave).
Record	Record means a document, database, photograph or picture of a person, but does not include a generally available publication;
Confidential and personal information	Confidential and personal information may include, but is not limited to personal information about a person, any information about the organisation's suppliers, customers, agents and / or contractors, any information about a prospective, current or former employee of Boating Industry Association of Victoria >, information regarding Boating Industry Association of Victoria the organisation's systems, processes and affairs.



Procedure

Collection of personal information

Boating Industry Association of Victoria will only collect personal information that is necessary for recruitment or the management of the employment relationship, and in relation to attendees/participants in events, activities and competitions whenever data is captured.

Where it is reasonable and practicable to do so Boating Industry Association of Victoria will collect personal information about an individual from that person directly. If Boating Industry Association of Victoria collects personal information from third parties we will, unless impractical to do so, inform the individual concerned, possibly through an 'opt in' clause, and give them an opportunity to validate the information collected.

Applicants in any recruitment process carried out by Boating Industry Association of Victoria who fail to make available lawfully requested information for the purposes of ascertaining suitability for job vacancies, may be subject to delays in their application(s) and / or may lead to their application being unsuccessful.

Boating Industry Association of Victoria will endeavour to only collect personal information by lawful and fair means and not in an unreasonably intrusive way.

Boating Industry Association of Victoria will not collect sensitive information about an individual unless that person has consented, or such collection is required or authorised by law.

If Boating Industry Association of Victoria finds that information provided by any job applicant is false, or misleading in any way, their application may be unsuccessful or in the case where the person has already been employed by Boating Industry Association of Victoria the person's employment may be terminated.

Use of personal information

Where unsuccessful job applicants request that their application to be kept by Boating Industry Association of Victoria to be considered for other positions in the organisation that become available, that individual will be required to provide their written consent to our CEO to retain this information on file.

Boating Industry Association of Victoria will only use personal information contained in an employee record for the purpose of managing the employment relationship or a purpose sufficiently related to that purpose (unless the individual concerned consents to some other use).

Where practical we will only use personal information contained in a record if it is accurate, complete and up to date. In many instances, we rely upon the subject individual



to provide accurate and complete information and to advise us should their circumstances change over time.

Security of personal information

We are committed to ensuring your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures in place to safeguard and secure personal information at all times.

Records of personal information about an employee will be stored while he/she works for our organisation and 7 years thereafter. Information will be securely destroyed or de-identified for personal information when it is no longer needed.

Records of personal information about a competition entrant, event attendee or participant, or other person whose data is collected who is not an employee will be stored on file for 3 years as per Vic Commission for Gambling and Liquor regulations – trade promotions lotteries.

Access and correction of personal information

Unless otherwise agreed or a lawful exception applies, job applicants and employees have the right to access, make copies of and correct their personal information in the possession of Boating Industry Association of Victoria

Inspection of records by employees

Employees have the right to view their own personal information held by Boating Industry Association of Victoria in certain situations. These may include:

- Wage and overtime records;
- Leave records;
- Instruments regulating the employment relationship, including: contracts, letters of offer, fair Work related documents:
- Superannuation records and contributions by employer on the employees behalf; and
- Workers compensation records regarding an employee who has suffered from an accident.

In all other circumstances, employees do not have the right to access their personal information held on file by the organisation as this is an exemption under the Privacy Act 1988.

Under no circumstance will an employee be granted access to another employees' personal information held by the organisation unless the access is by a manager of the employee concerned.



To make a request to inspect such records, employees are to contact our CEO or Administration Manager who will assess the request and if satisfied they fall within one of the categories mentioned above, will make these records available within five business days.

Inspection of records by a competition entrant, event attendee or participant, or other person whose data is collected who is not an employee

These people have the right to view their own personal information held by Boating Industry Association of Victoria in certain situations and every reasonable effort will be made to accommodate any request.

Employee responsibilities

All employees of Boating Industry Association of Victoria are under an obligation to preserve the privacy of customers, clients, agents, contractors, suppliers, distributors and fellow workers of Boating Industry Association of Victoria. In preserving this privacy, employees must refrain from disclosing confidential information about any of these people. This obligation extends to out of hours conduct and any breach of privacy in this regard may be subject to an investigation by Boating Industry Association of Victoria.

Where an employee is unsure whether the information is confidential or not, they are to contact BIA's Administration Manager for clarification and advice before taking any action, or disclosing information.

Where confidential and personal information is found to have been disclosed by an employee, they may be subject to a disciplinary process in accordance with the organisation's disciplinary procedure.

All employees will be made aware of and be asked to read and sign that they have read, understood and agree to abide by the policy.

Complaints and further information

All enquiries and complaints regarding this policy and procedure should be directed to Our Chief Executive Officer.