

# FREMANTLE VOLUNTEER SEA RESCUE GROUP

## Privacy Policy

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### 1 PURPOSE

Fremantle Volunteer Sea Rescue Group Inc (“FVSRG”) respects the privacy of its members and employees and other individuals with whom it deals. FVSRG is subject to the *Privacy Act 1988* (Cth) and complies with the Australian Privacy Principles (APPs) set out within that Act.

### 2 POLICY

#### 2.1 What personal information is collected?

FVSRG Volunteers:

- FVSRG collects limited information about individual members/applicants to join the organisation. This includes personal details such as name, date of birth, prior service, educational and vocational qualifications and information required for a criminal history check application and Informed Consent form to authorise this check. Contact details are also collected for the individual and their nominated emergency contact (address, phone number/s, email address/es).
- Sensitive information held on FVSRG volunteers may include health information relating to their roles and responsibilities with FVSRG and details on a criminal history check application and Informed Consent form to authorise this check.
- FVSRG volunteers are required to have a photograph taken for their individual FVSRG identity.
- Administration records may include volunteers’ financial information as required, for example, in relation to the reimbursement of expenses such as out-of- pocket expenses.

FVSRG Members:

- Personal information may be collected from FVSRG members. This can include name, phone numbers, email addresses, addresses and where applicable, emergency contact name and phone number/s.

- The name and contact details of Members and boaters assisted by FVSRG are collected, along with their vessel name, registration, colour and identifying features and other relevant information, including vehicle make and registration, where applicable. Photos may also be collected.
- Calls to and from FVSRG by telephone and radio may be recorded for emergency and/or training purposes.
- FVSRG does not store credit card details for online transactions such as donations.

## **2.2 How is personal information kept up to date and secure?**

- FVSRG takes all reasonable steps to keep records accurate, complete and up to date. The organisation relies on members and volunteers to notify it of any relevant changes of which it would not otherwise be aware, such as changed contact details.
- Appropriate security measures and controls are in place to protect personal information against misuse, loss, unauthorised access, modification or disclosure. This includes access controls, cryptography, physical and environmental security and auditing.
- Contracts with any third party service providers handling personal information on behalf of FVSRG will include appropriate privacy clauses.
- Personal information is stored for as long as required for operational or administrative purposes, and then deleted, disposed of securely or de-identified. Criminal history check applications and Informed Consent forms are destroyed after 12 months from the time of application.

## **2.3 How is personal information collected?**

- Relevant personal information is required to be provided on the application form to join FVSRG.
- Subsequently, information is acquired as part of a volunteers record of service, including duties performed, positions held, training completed, test results and performance assessments.
- Information is required to be provided during the course of providing FVSRG services, such as a boater providing his/her details for the purpose of Logging On with FVSRG.
- Information is acquired during interactions with FVSRG members and volunteers and the general public, for instance when making donations, a request for information or a request for assistance.

## 2.4 How is personal information used?

- FVSRG will only use and/or disclose personal information where required for the purpose of undertaking its operational activities or administration or in the event that it supplies a service (such as a training course).
- Personal information may be disclosed to third parties such as Police and other Emergency Services:
  - in emergencies; or
  - where required by law; or
  - with the express consent of the individual concerned.
- To check the identity of an individual or to assess an application for membership to FVSRG.
- To communicate with its members, supporters, sponsors and boating public about the general business of FVSRG.
- Personal information is not provided to third parties for the purposes of marketing or similar activities.
- Unless FVSRG members and volunteers specifically agree to opt out by contacting FVSRG or unsubscribing by email, FVSRG may send via various means direct marketing material about its own services and activities, in accordance with Australian marketing laws such as *Spam Act 2003 (Cth)*.
- Personal information is not stored or processed outside of Australia.

## 2.5 Access to personal information

- Members and volunteers are able to view and update their own record through the FVSRG member management system.
- Members, volunteers and other individuals or entities are entitled to see all information held about them.
- To access your personal information, please contact FVSRG using the details provided in **2.6 Privacy contacts**.
- In order to protect personal information, FVSRG will require identification before releasing requested information.

## 2.6 Privacy contacts

- Queries regarding privacy should be directed to the IT Officer: Email:

[itofficer@searescue.com.au](mailto:itofficer@searescue.com.au)

*or*

It Officer  
Fremantle Volunteer Sea Rescue Group Inc.  
P.O Box 334  
Fremantle  
WA 6959

*or*

Telephone: 08 9336 3443 – Administration Mon – Thurs, 10am – 3pm

## 2.7 Unauthorised use of personal information

- Unauthorised use of personal information by a FVSRG member, volunteer or employee is considered a breach of this policy.

## 3 PROCEDURES

- Any perceived breach of the policy should be brought to the attention of the FVSRG President or the FVSRG IT Officer, as appropriate.
- In cases where a grievance arises in relation to of the conduct of a member, the President should be the point of contact.
- Any breach of the Privacy Policy, as determined by an appropriate officer, may lead to disciplinary action.