



Sydney Heritage Fleet Privacy Policy

Date adopted by the Board	24 th February 2021
Replacing policy first dated	17 th September 2014
Date of latest review	24 th May 2022
Date for next review	May 2023
Related policies and documents	Sydney Heritage Fleet's Privacy Procedures Sydney Heritage Fleet's Privacy Statement Sydney Heritage Fleet's Complaints Policy Sydney Heritage Fleet's Work Health and Safety Policy Sydney Heritage Fleet's Child Safety Policy

1. Introduction

The Board of Sydney Heritage Fleet (also known as Sydney Maritime Museum) is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

2. Purpose

The purpose of this document is to provide the framework for Sydney Heritage Fleet for dealing with privacy considerations.

3. Relevant Legislation

Sydney Heritage Fleet is committed to comply with the [Privacy Act 1988 \(Cth\)](#), the [Privacy Amendment \(Enhancing Privacy Protection\) Act 2012](#) and the [Australian Privacy Principles](#).

While the Australian Privacy Principles extend to the records of members, volunteers, contractors and job applicants, and to any information collected about clients, they do not apply to those of employees. As a result, this Privacy Policy does not apply to a current or former employment relationship between Sydney Heritage Fleet and an employee. This being said, obligations of

confidentiality do extend to current and former employees. In this regard Sydney Heritage Fleet is to be guided by The Fair Work Ombudsman's [Workplace Privacy Best Practice Guide](#).

4. Policy

Sydney Heritage Fleet collects and administers a range of personal information for a range of purposes including but not limited to:

- communicating with members and volunteers;
- communicating with clients, members of the public and other external stakeholders;
- meeting Work Health and Safety obligations;
- meeting AMSA requirements in relation to crewing of vessels;
- ensuring the safety of our clients through meeting relevant legal requirements in relation to protection of children, food safety and service of alcohol;
- responding in the event of an accident or illness.

Sydney Heritage Fleet recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand and made accessible to them on the other. These privacy values are reflected in and supported by our core values and are consistent with privacy legislation.

As stated above, Sydney Heritage Fleet is committed to complying with laws which set out specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

Sydney Heritage Fleet will:

- collect only information which the organisation requires for its primary function;
- ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- store personal information securely, protecting it from unauthorised access; and
- provide stakeholders with access to their own information, and the right to seek its correction.

5. Responsibilities

Sydney Heritage Fleet's Board is responsible for developing, adopting and reviewing this policy.

Sydney Heritage Fleet's IT and Members Services Manager is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

6. Implementation

The framework for the implementation of this policy is set out in the Sydney Heritage Fleet's Privacy Procedures.

Sydney Heritage Fleet's Privacy Statement is the document used to explain to its members and the public how the Fleet uses and manages personal information provided to or collected by it.