



NELSON YACHT CLUB INCORPORATED

PRIVACY POLICY

Updated 28th May 2026

1. INTRODUCTION

Nelson Yacht Club Incorporated (“NYC”, “the Club”, “we”, “us”, “our”) is an Incorporated Society and registered charity operating in Nelson, New Zealand.

We are committed to protecting your privacy and complying with the Privacy Act 2020 and other applicable New Zealand laws.

This Privacy Policy explains how we collect, use, store, and disclose personal information in connection with:

- Club membership
- Sailing activities and regattas
- Sailing school and youth programmes
- Boat storage and marina-related services
- Venue hire and events
- Our website and online services

By applying for membership, participating in Club activities, or interacting with us, you acknowledge this Privacy Policy.

2. WHAT IS PERSONAL INFORMATION?

“Personal information” means information about an identifiable individual.

This may include your name, contact details, payment history, or other information you provide to us.

3. THE PERSONAL INFORMATION WE COLLECT

Depending on your involvement with the Club, we may collect:

- Name, date of birth (where required), and contact details
- Residential address
- Emergency contact details
- Membership category and sailing fleet information
- Payment and account history
- Communications with the Club
- Health or medical information where necessary for safety (e.g. sailing school or club racing activities and events)



- Website usage information (via cookies)

We collect personal information directly from you when you:

- Apply for membership
- Register for events or sailing programmes
- Hire facilities
- Communicate with us - via email, social media messaging, sms, letter.
- Use our website

We may also receive limited information from:

- Yachting New Zealand (for affiliation purposes)
- Nelson Bays Youth Team Racing Association
- Parents or guardians of youth members
- Schools in relation to school-organised Sailing Experiences

You must only provide personal information about another person if you are authorised to do so.

4. WHY WE COLLECT YOUR INFORMATION

We collect personal information only where it is reasonably necessary for Club purposes, including:

- Processing membership applications
- Administering sailing activities and events
- Ensuring health and safety
- Communicating with members and users of the Club
- Meeting our obligations to Yachting New Zealand
- Maintaining accurate financial records
- Protecting Club property and facilities

We do not collect personal information for unrelated purposes.

5. HOW WE STORE AND PROTECT INFORMATION

We take reasonable steps to protect personal information from loss, misuse, or unauthorised access.

Member information is stored using Friendly Manager, a New Zealand-based membership management platform.



Club documentation and records are held in the Club's Google Workspace.

Access to personal information is restricted to authorised Club officers, staff, and relevant volunteers who require access to perform their duties.

6. DISCLOSURE OF PERSONAL INFORMATION

We may share personal information only where necessary, including:

- Yachting New Zealand (for affiliation and membership compliance)
- Nelson Bays Team Sailing Association
- Friendly Manager (database hosting provider)
- Sporty (database hosting provider)
- Schools (in relation to school-organised Sailing Experiences)
- Government agencies or NZ Police where legally required
- Third parties you authorise

We do not sell or rent personal information.

7. PHOTOGRAPHS AND VIDEO

From time to time, Club staff, volunteers, or contractors may take photographs or video of Club activities for promotional or historical purposes.

By becoming a member or participating in Club activities, you acknowledge that photographs or video may be taken.

However:

- The Club will take reasonable steps to avoid identifying individuals unnecessarily.
- Close-up images of children will not be used without appropriate parental or guardian consent.
- Any person may request that an image of them be removed from online publication, and we will consider such requests reasonably and promptly.

8. CHILDREN AND VULNERABLE PERSONS

Nelson Yacht Club recognises its heightened responsibility to protect the privacy, dignity, and wellbeing of children and vulnerable persons.

The Club will:



- Take reasonable steps to avoid deliberate identification of children in publicly available imagery.
- Avoid publishing sensitive or potentially embarrassing images.
- Ensure that youth programme data is accessible only to authorised personnel.
- Align privacy practices with our Welfare of Children and Vulnerable Adults Policy.

9. CCTV (SECURITY CAMERAS)

The Club may operate CCTV cameras at entranceways and selected external areas of the premises for the purposes of:

- Protecting Club property
- Ensuring member safety
- Investigating incidents

CCTV:

- May operate 24 hours a day
- Is not continuously monitored in real time
- Is stored securely on a local system
- Is retained for up to 90 days before automatic overwrite
- Is accessed only in the event of an incident or complaint

Signage is displayed to notify members and visitors of CCTV operation.

Footage may be provided to NZ Police where appropriate.

The Commodore (or delegated officer) is responsible for oversight of the CCTV system.

10. WEBCAMS (LIVE WEATHER CAMERAS)

The Club may operate live-streaming webcams for the primary purpose of providing real-time information about weather, wind, launching ramp conditions, sea-state and activity in the sailing areas in front of the Club.

The Club will take reasonable steps to ensure that:

- Webcam fields of view are limited to the waterway and launching ramp by obscuring / pixelating public / land in the foreground.
- Other than the launching ramp, cameras are not deliberately positioned to capture land-based facilities, changing areas, or gathering points.
- Webcams are not used for surveillance of individuals.
- The Club does not routinely record or archive webcam footage.



Clear signage will inform members and visitors of the presence and purpose of webcams.

11. COOKIES AND WEBSITE DATA

Our website may use cookies and similar technologies to:

- Enable website functionality
- Analyse website performance
- Improve user experience

You may disable cookies in your browser settings, though this may affect website functionality.

12. COMMUNICATIONS

We may contact you regarding:

- Membership matters
- Sailing activities and events
- Safety information
- Club notices
- Use of Club facilities
- Any communication or matters raised by you

You may opt out of promotional communications. However, certain operational communications are necessary for membership and participation.

13. ACCESS AND CORRECTION

You have the right to:

- Request access to the personal information we hold about you
- Request correction of inaccurate information

Requests can be made to the Club's Privacy Officer - the Club Manager.

14. PRIVACY COMPLAINTS

If you believe your privacy has not been properly protected, you may contact our Privacy Officer.



If you are not satisfied with our response, you may lodge a complaint with the Office of the Privacy Commissioner (New Zealand).

15. POLICY UPDATES

This Privacy Policy may be updated from time to time.