



***THE GLIDING FEDERATION  
OF AUSTRALIA INC.***

**GFA Privacy Policy**

**ADMIN 0007**

Version 2

19/02/2009

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THIS IS THE CORRECT VERSION PRIOR TO USE.

# The Gliding Federation of Australia Inc. ©

## GFA Privacy Policy

Brief Document Description:

Keywords: Privacy; Personal Information

This document is issued by the Gliding Federation of Australia Inc.

All inquiries reference this document should be directed in the first instance to:

The GFA Secretary:

Level 1/34 Somerton Road,  
Somerton, Victoria, 3062

Australia.

PHONE: +61 (0) 3 9303 7805,

FAX: +61 (0) 3 9303 7960.

EMAIL: Secretary@sec.gfa.org.au

### Record of Document History

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2	Executive Officer	GFA President	Dd/mm/ yyyy	Amended GFA Office staffing and contact details

# THE GLIDING FEDERATION OF AUSTRALIA Inc

## PRIVACY POLICY STATEMENT



### 1. Who Is The Gliding Federation of Australia?

- a. The Gliding Federation of Australia is a non-profit sporting association appointed as the governing body and promoter of the Sport of Gliding in Australia.
- b. The Gliding Federation of Australia is a democratically formed body made up of a Council, Executive Officers, State Associations, Regional Committees and Clubs

### 2. What Business Are We In?

Since its establishment in 1949, the GFA has been given increasing autonomy through delegation from the various manifestations of the original Department of Civil Aviation, now called the Civil Aviation Safety Authority (CASA). At the present time the GFA administers the entire spectrum of airworthiness and operations management through a small number of paid staff and a large network of volunteers.

The Secretariat based at Somerton in Melbourne is staffed by the GFA Secretary and secretarial assistants as well as the Director of Operations (DOO) and the Chief Technical Officer, Airworthiness, all part-time employees of the Federation. The Executive Officer is currently a part time officer and is remotely based.

Day to day management of the Federation is carried out by the staff assisted by a network of Regional Technical Officers in each state and the approved instructors and airworthiness inspectors in each club working in conjunction with the club committees. The large commercial gliding schools are all affiliated with the GFA and an integral part of the overall system.

The principles which originally motivated those who founded the GFA still remain:-

"The pursuit of high standards in flying training and competitive excellence with the additional aim of ensuring that the GFA retains its independence and authority to regulate itself along the lines agreed and traditionally expected by its membership."

### 3. Collecting Your Personal Information

The Gliding Federation of Australia understands that members may have concerns about their privacy and the confidentiality and security of information that The Gliding Federation of Australia may obtain about them.

The Gliding Federation of Australia policy is to protect members' privacy and personal information that it may collect from time to time.

The Gliding Federation of Australia has undertaken to comply with the requirements of the Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000.

Personal information is collected by The Gliding Federation of Australia for the primary purpose of membership requirements and/or competition purposes. The Gliding Federation of Australia collects details such as your name, address, telephone and facsimile numbers, email addresses, gender, age, marital status, etc

A hard copy file containing the member's application and entry details are retained in a secure location in accordance with the act and for a further seven years in accordance with current Federal and State legislation governing document retention, before being destroyed.

#### **4. What If You Do Not Provide The Personal Information We Require?**

Failure to provide the information sought by The Gliding Federation of Australia for the purposes detailed may not enable the organisation to complete the membership process or any specific service requested. i.e. The Gliding Federation of Australia may not be able to include you in an event you may have entered or assign benefits to you as a member.

#### **5. How Does The Gliding Federation of Australia Secure Your Personal Information?**

To prevent any unauthorised access to your information, The Gliding Federation of Australia has installed computer and network security, including encryption and password protection processes.

Only staff authorised by the President, Executive Vice – President or the GFA Secretary have access to the data file information.

Hard copies of any information are stored in locked offices and equivalent off site secured storage areas.

#### **6. To Whom Do We Disclose Your Personal Information?**

A member's personal information will only be used or disclosed by The Gliding Federation of Australia as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate The Gliding Federation of Australia delivering better services and benefits to its members, personal information collected may be shared with other organizations and including State Associations, Regional Committees and Member Clubs.

Further, to conduct The Gliding Federation of Australia operations, The Gliding Federation of Australia occasionally engages independent operators and parties. Accordingly, some this information may be used or disclosed in part by The Gliding Federation of Australia to:

- enable mail contractors to deliver documents and communications to members;
- officers of a government law enforcement agency in connection with the lawful performance of their duty;
- a debt collection agency for financial default purposes;
- send direct mail to members with news of special offers or the availability of new products or services;
- external advisors, including the associations representative body for the purposes of outsourcing the processing and servicing of

member cheques and the processing of member credit card payments.

## **7. Withdrawing Your Consent**

If you do not consent to any of the disclosures above then you can write and advise The Gliding Federation of Australia at its office address or contact The Gliding Federation of Australia by:

Telephone on (03) 9303 7805 or

Fax: (03) 9303 7960

The Gliding Federation of Australia will then ensure that your personal information is not used for this purpose. This exemption cannot apply where The Gliding Federation of Australia is required by law to provide such disclosure.

If you do not object to the uses or disclosures as stated above, The Gliding Federation of Australia will accept this as having received your express consent.

## **8. What If You Wish To Access Your Personal Information**

Members may, upon written request, access the personal information The Gliding Federation of Australia has obtained from membership application forms and the related product or service forms that it currently holds. To the extent possible, The Gliding Federation of Australia will let you access your personal information. However, there are times where the organisation is not in position to do so (e.g. where it would be unlawful to do so). If The Gliding Federation of Australia denies you access to this information, The Gliding Federation of Australia will notify you of this refusal and the basis for it.

To cover administration costs of providing access to your personal information a charge may be applied. If so it is \$100.

To arrange access, please ask for details at head office:

The Gliding Federation of Australia

1/34 Somerton Road, Somerton, Vic 3062.

## **9. What if you wish to change some of the personal information held?**

The Gliding Federation of Australia endeavours to ensure that personal information held is accurate, complete and up-to-date.

Where you believe that personal information held by The Gliding Federation of Australia is not accurate, complete or up-to-date, then advise The Gliding Federation of Australia and every effort will be made to correct the information.

## **10. What if you wish to lodge a complaint?**

For any purpose associated with privacy matters including the lodgement of a complaint, The Gliding Federation of Australia can be contacted at its office on (03) 9303 7805. Your call will be directed to the officer appointed by us to deal with your enquiry or complaint.

Copies of this privacy policy are available from our office or can be mailed by phoning The Gliding Federation of Australia on (03) 9303 7805. This policy is also available on our website [www.gfa.org.au](http://www.gfa.org.au)  
This Privacy Statement was last amended on 19/02/2009.

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## Consent

I provide my consent for The Gliding Federation of Australia to collect, use and disclose my personal information as outlined above.

I understand that I am entitled to access my own records except where access would be denied as outlined above.

I understand that I may withdraw my consent to use as to and disclosure of my personal information (except where legal obligations must be met).

**Member Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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