



# Privacy Policy...

ADMIN 0007 - Version 3

15 November 2023

*All references to Gliding Australia in this document means the Gliding Federation of Australia Inc.*

The Gliding Federation of Australia Inc Trading as Gliding Australia.

ABN 82 433 264 489

# Privacy policy

Brief Document Description:

Keywords: Privacy; Personal Information.

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

Gliding Australia  
Attention: Privacy  
C4 1-13 The Gateway  
Broadmeadows VIC 3047

Phone: 03 9359 1613  
Email: [returns@glidingaustralia.org](mailto:returns@glidingaustralia.org)

## Record of Document History

Admin 0007	Prepared	Approved	Issued	Control	Effective
	20/04/2004	30/04/2004	30/04/2004		
	Executive Officer	GFA President			4 Pages

## Record of amendment

Version /Pages	Prepared by	Approved by (Position)	Issued	Precis of Changes
Ver 2	EO	GFA President	19.02.2009	Amended GFA Office - Staffing and Contact Details
Version 3	CEO	GFA President	20.11.2003	Complete rewrite - NEW Policy

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## Introduction

Gliding Australia is a CASA Approved Self-administering Aviation Organisation (ASAO) under [Civil Aviation Safety Regulations 1998](#) (CASR) Part 149.

Gliding Australia is an Incorporated Association registered in Victoria as The Gliding Federation of Australia Incorporated, Trading as Gliding Australia.

Gliding Australia consists of a central organisation, supporting a federation of Regional Associations and gliding clubs. Gliding is both a recreational aviation pursuit and competitive sport.

The role of Gliding Australia is to provide a framework for safe gliding operations and airworthiness, specified in our ASAO Part 149 Exposition and supporting Manuals.

## Recitals

In this privacy policy, the expressions “**Gliding Australia**”, “we”, “us” and “our” are a reference to Gliding Federation of Australia trading as Gliding Australia.

This privacy policy applies to personal information collected by us. We are bound by the *Privacy Act 1988*, which governs the way private sector organisation’s collect, use, keep secure and disclose personal information.

This Privacy Policy is to inform you of:

- how and when Gliding Australia collects personal information;
- how Gliding Australia uses and discloses personal information;
- how Gliding Australia keeps personal information secure, accurate and up-to-date;
- how an individual can access and correct their personal information; and
- how Gliding Australia will facilitate or resolve a privacy complaint.

**Privacy Compliant Resolution:** If you have any concerns or complaints about the manner in which your personal information has been collected, used, or disclosed by us, we have put in place an effective mechanism and procedure for you to contact us so that we can attempt to resolve the issue or complaint.

In order to resolve a complaint:

- Gliding Australia will process any complaint in accordance with our Complaints, Discipline and Appeals Policy ADMIN0015

**Our Contact:** We can be emailed at [returns@glidngaustralia.org](mailto:returns@glidngaustralia.org) or write to us at C4 1-13 The Gateway, Broadmeadows VIC 3047 and our administrative team or an appointed specialist will attempt to resolve the issue or complaint.

We recommend that you keep this information for future reference.

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## 1. What is personal information?

The *Privacy Act 1988* defines “personal information” to mean information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is reasonably identifiable, from the information or opinion.

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## 2. Sensitive Information

### 2.1 What is Sensitive Information?

- (a) Sensitive information is a subset of personal information. It means information or opinion about an individual’s racial or ethnic origin, political opinions, membership of a political organisation, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, criminal record, health information about an individual, genetic information, biometric information that is to be used for the purpose of automated biometric verification or biometric identification or biometric templates.
- (b) In general, we attempt to limit the collection of sensitive information we may collect from you, but we may be required to collect sensitive information from you in order to carry out the services provided to you. However, we do not collect sensitive information from you without your consent.
- (c) The type of sensitive information we may collect from you or record about you is dependent on the services provided to you by Gliding Australia and will be limited to the purpose(s) for which it is collected. We do not use sensitive information to send you Direct Marketing Communications (as defined in paragraph 6 below) without your express consent.

### 2.2 Consent to collection of certain types of sensitive information

We may collect certain types of sensitive information where you have consented and agree to the collection of such information.

Generally speaking, we will obtain consent from you at (or around) the point in time in which we collect the information, but the main type of sensitive information that we may collect (if any) will usually relate to the health or medical information about an individual, but only to the extent that where you volunteer such information or if it is necessary for, or incidental to, the purposes

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of collection set out at paragraph 4 below.

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## 3. Collection of your personal information

- 3.1 We only collect personal information that is necessary for what we do, and we hold the personal information we collect within our own data storage devices or with a third-party provider of data storage. The type of information we may collect from you depends ultimately upon the purpose of collection and we set out the general purposes of collection at paragraph 4 below.
- 3.2 The type of information we may collect from you includes (but is not limited to) the following:
- (a) your contact information such as full name (first and last), e-mail address, current postal address, delivery address (if different to postal address) and phone numbers;
  - (b) your date of birth;
  - (c) your participation in any activity or event organised by Gliding Australia;
  - (d) your opinions, statements and endorsements collected personally or via surveys and questionnaires, including but not limited to your views on the products and services offered by Gliding Australia; and
  - (e) if you are requesting products or services from us or we are purchasing goods or services from you, then any relevant payment or billing information (including but not limited to bank account details, direct debit, credit card details, billing address, repayment information and invoice details).
- 3.3 As much as possible or unless provided otherwise under this privacy policy, we will collect your information directly from you. If we collect details about you from someone else, we will, whenever reasonably possible, make you aware that we have done this and why. Notwithstanding the foregoing, Gliding Australia may receive personal information about you from its Affiliated Clubs and Regional Associations (being those Clubs and Regional Associations who are members or affiliates of the Gliding Australia organisation), including but not limited to our Affiliated Clubs and Regional Associations annual reports, your membership details, accreditations, endorsements and qualifications with the Member Clubs and Regional Associations and submissions you may make to them.
- 3.4 When you engage in certain activities, such as entering a contest or promotion, filling out a survey or sending us feedback, we may ask you to provide certain information. It is completely optional for you to engage in these activities.
- 3.5 Depending upon the reason for requiring the information, some of the information we ask you to provide may be identified as mandatory or voluntary.

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If you do not provide the mandatory information, we may be unable to provide our services to you.

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## 4. How we may use and disclose your personal information

- 4.1 We will only use or disclose your personal information for the primary purposes for which it was collected or as consented to and/or as set out below.
- 4.2 You consent to us using and disclosing your personal information to facilitate a purpose in connection with:
  - (a) if required, the verification of your identity;
  - (b) the verification of your date of birth, if applicable;
  - (c) the provision of our products and services to you;
  - (d) your participation in any activity or event organised by Gliding Australia;
  - (e) to facilitate the administration, management, and improvement of Gliding Australia, including but not limited to:
    - (1) the use of your personal information collected in accordance with paragraph 3.1 in the administration and management of Gliding Australia;
    - (2) communications between Affiliated Clubs and or Regional Associations including but not limited to industry alerts;
    - (3) any annual general meetings and other board and representative meetings of Gliding Australia;
  - (f) the administration, management and improvement of our products and services, including charging, billing, credit card authorisation and verification, checks for financial standing, creditworthiness (including but not limited to undertaking an assessment for credit loss and obtaining credit references, if applicable), fraud and collecting debts and business systems and infrastructure;
  - (g) marketing, updates and promotional activities by us and our related bodies (including by direct marketing messages) such as newsletters;
  - (h) to provide member service functions, including handling member enquiries and complaints;
  - (i) to offer you updates, or other content or products and services that may be of interest to you;
  - (j) our compliance with applicable laws; and
  - (k) any other matters reasonably necessary to continue to provide our products and services to you.
- 4.3 We may also use or disclose your personal information and in doing so we are not required to seek your additional consent:

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- (a) when it is disclosed or used for a purpose related to the primary purposes of collection detailed above and you would reasonably expect your personal information to be used or disclosed for such a purpose;
  - (b) if we reasonably believe that the use or disclosure is necessary to lessen or prevent a serious or imminent threat to an individual's life, health, or safety or to lessen or prevent a threat to public health or safety;
  - (c) if we have reason to suspect that unlawful activity has been, or is being, engaged in; or
  - (d) if it is required or authorised by law.
- 4.4 In the event we propose to use or disclose such personal information other than for reasons in 4.1, 4.2, and 4.3 above, we will first seek your consent prior to such disclosure or use.
- 4.5 If you have received communications from us and you no longer wish to receive those sorts of communications, you should contact us on the details set out at the top of this policy and we will ensure the relevant communication ceases. Any other use or disclosure we make of your personal information will only be as required by law or as permitted by the *Privacy Act 1988* or by this privacy policy or otherwise with your consent.

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### 5. The types of organisations to which we may disclose your personal information

- 5.1 We may disclose your personal information to organisations outside of Gliding Australia. Examples of organisations and/or parties that your personal information may be provided to include:
- (a) Affiliated Clubs, Regional Associations, or officers of Gliding Australia;
  - (b) offshore service providers, if any;
  - (c) third parties, such as trade suppliers, sponsors of Gliding Australia or sponsors of events run by Gliding Australia; and
  - (d) our contractors and agents, including but not limited to our professional advisors such as accountants, solicitors and auditors or other companies who assist us in providing our products and services to you.
- 5.2 Your personal information is disclosed to these organisations and/or parties only in relation to the goods or services we provide to you or for a purpose permitted by this privacy policy.
- 5.3 We take such steps as are reasonable to ensure that these organisations and/or parties are aware of the provisions of this privacy policy in relation to your personal information.

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## 6. Direct Marketing

- 6.1 You expressly consent to us using your personal information, including any email address you give to us, to provide you with information and to tell you about our products, services or events or any other direct marketing activity (including third party products, services, and events) (**Direct Marketing Communications**) which we consider may be of interest to you.
- 6.2 Without limitation clause 6.1, if it is within your reasonable expectations that we send you Direct Marketing Communications given the transaction or communication you have had with us, then we may also use your personal information for the purpose of sending you Direct Marketing Communications which we consider may be of interest to you.
- 6.3 If at any time you do not wish to receive any further Direct Marketing Communications from us, you may ask us not to send you any further information about products and services and not to disclose your information to other organisations for that purpose. You may do this at any time by using the “unsubscribe” facility included in the email or by contacting us on the details set out at the top of this policy.

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## 7. Cross Border Disclosure

- 7.1 Any personal information provided to Gliding Australia may be transferred to, and stored at, a destination outside Australia, where we may utilise overseas data and website hosting facilities or have entered into contractual arrangements with third party service providers to assist Gliding Australia with providing our goods and services to you. Personal information may also be processed by staff or by other third parties operating outside Australia who work for us or for one of our suppliers, agents, partners, or related companies.
- 7.2 By submitting your personal information to Gliding Australia, you expressly agree and consent to the disclosure, transfer, storing or processing of your personal information outside of Australia. In providing this consent, you understand and acknowledge that countries outside Australia do not always have the same privacy protection obligations as Australia in relation to personal information. However, we will take steps to ensure that your information is used by third parties securely and in accordance with the terms of this privacy policy.
- 7.3 The *Privacy Act 1988* requires us to take such steps as are reasonable in the circumstances to ensure that any recipients of your personal information outside of Australia do not breach the privacy principles contained within the *Privacy Act 1988*. By providing your consent, under the *Privacy Act 1988*, we are not required



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to take such steps as may be reasonable in the circumstances. However, despite this, we acknowledge the importance of protecting personal information and, as set out above, have taken reasonable steps to ensure that your information is used by third parties securely and in accordance with the terms of this privacy policy.

- 7.4 If you do not agree to the transfer of your personal information outside Australia, please contact us via the details set out at the top of this document.

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## 8. Data quality and security

- 8.1 We have taken steps to help ensure your personal information is safe. You will appreciate, however, that we cannot guarantee the security of all transmissions or personal information, especially where the Internet is involved.
- 8.2 Notwithstanding the above, we will take reasonable steps to:-
- (a) make sure that the personal information we collect, use, or disclose is accurate, complete, and up to date;
  - (b) protect your personal information from misuse, loss, unauthorised access, modification, or disclosure both physically and through computer security methods; and
  - (c) destroy or permanently de-identify personal information if it is no longer needed for its purpose of collection.
- 8.3 However, the accuracy of personal information depends largely on the information you provide to us, so we recommend that you:
- (a) let us know if there are any errors in your personal information; and
  - (b) keep us up to date with changes to your personal information (such as your name or address).

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## 9. Access to and correction of your personal information

- 9.1 You are entitled to have access to any personal information relating to you which we possess, except in some exceptional circumstances provided by law. You are entitled to access and edit such information unless we are required by law to retain it or permitted to retain it in accordance with this privacy policy. However, we may keep track of past transactions for our accounting and audit requirements. Furthermore, it may be impossible to completely delete your

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information because some information may remain as backups, and we may also have a legal obligation to retain it.

- 9.2 If you would like access or correct any records of personal information we have about you, you are able to access, update and correct that information (subject to the above) please contact us on the details set out at the top of this policy.

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### 10. Consent

- 10.1 By using our website or by accepting our terms and conditions which refer to this privacy policy, you are agreeing to the terms of this privacy policy.
- 10.2 We reserve the right to modify our privacy policy as our business needs require. We will notify you of such changes (whether by direct communication or by posting a notice on our website), after which, your continued use of our products, services or website or your continued dealings with us shall be deemed to be your agreement to the modified terms. If you do not agree to our continued use of your personal information due to the changes in our privacy policy, please contact us via the details set out at the top of this document.