

# **Privacy Policy**

The Aerial Agricultural Association of Australia is committed to providing you with the highest levels of service. This includes protecting your privacy. The Aerial Agricultural Association of Australia is bound by the Commonwealth Privacy Act 1998 which sets out a number of principles concerning the protection of your personal information.

#### Collecting personal information

We will only collect personal information about you that assists us in performing our functions of representing our members and educating the public in relation to issues of concern to aerial application.

The types of personal information we may collect include:

 your name, current and previous addresses, telephone/mobile phone number, email address, ABN, income as it relates to subscription levies, ARN, AOC and Commercial Pilot's licence number.

The Aerial Agricultural Association of Australia collects personal information in a number of ways, including:

- Directly from you, when you provide information by phone or in writing.
- From publicly available sources of information (such as telephone directories).
- From Government agencies (such as the CASA AOC and aircraft register).

#### Use of personal information

We will only use your personal information for the purposes for which it was collected, or as otherwise permitted by law. The main reasons why we collect your personal information include:

- To provide you with promotional material and up-to-date information on issues relating to our industry.
- To keep accurate debtor and creditor records.
- To determine membership
- To undertake planning, research and statistical analysis.
- To fulfil our legal requirements

The provisions of the Privacy Act prohibit us from collecting sensitive personal information. This means we will not collect any personal information relating to your religious views, ethnicity, political opinion, criminal record or health information.

## Disclosure of personal information

The Aerial Agricultural Association of Australia will only disclose your information for the purpose or purposes for which it was collected, or as otherwise permitted by law. The Association does not make your details available to individuals or companies that are not closely affiliated with the industry or to those who are non-members of the Association. The Association maintains close security over any commercial in confidence material provided for subscription assessment/confirmation purposes. Such information is known only to the AAAA CEO, book-keeper, accountant and auditors, all of whom understand and enforce the confidentiality of this information. AAAA will not disclose this commercial in confidence information to any Director or member or any other person or body.

#### Quality of information

The Aerial Agricultural Association of Australia takes all reasonable precautions to ensure that the personal information we collect, use and disclose is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent on the information you provide. We recommend that you:

- Let The Aerial Agricultural Association of Australia know if there are any errors in your personal information; and
- Keep us up to date with any changes to your personal information such as your name or address.

## Data security

The storage, use and, where necessary, transfer of your personal information will be undertaken in a secure manner that protects your privacy.

### Access to your personal information

You are entitled to request access to the personal information we hold about you. Please contact us in writing if you wish to gain access to your personal information.