



PAA Privacy Policy

Commitment

The Porepukah Airfield Association (PAA) is committed to privacy, and this policy outlines how we respect and manage privacy of your personal information. The way we collect, use, disclose, store, secure and dispose of information is in line with legislation and standards.

Scope

This policy relates to all members including committee members with access to members personal information. Personal information relates to information we may collect about members of the PAA.

What is personal information and why do we collect it?

Personal information is information that identifies an individual. We collect names, addresses and phone numbers through conversation, correspondence and public sources. We collect this information to manage the membership of the PAA for the benefit of members. When we collect information we will, where appropriate and where possible, explain why we are collecting the information and how we plan to use it.

What is sensitive information and why do we collect it?

Sensitive information includes information about a person's contact details and membership status. You choose what information you provide. However, incorrect or incomplete information may affect communication or ability to effectively manage your membership.

Disclosure of personal information

We will only disclose information to you, or people who are authorised by you or other members of the PAA. Your information may only be disclosed where:

- we have written consent to provide your name, phone and email addresses to other members in a membership contact list,
- we have written consent to provide information of your choice to a third party on an ad-hock basis.
- required or authorised by law.

Security of personal information

Your information is stored securely electronically and protected from unauthorised access by password. When your information is no longer needed, we will take reasonable steps to securely destroy it.

Access to your personal information

You may access the information we hold about you. Please write to us if you wish to access your information. We will not charge a fee for your request. In order to protect information we will require identification.

Maintaining your personal information

It is an important to us that your information is up to date. We will take reasonable steps to make sure that your information is current and complete. Please let us know if your information changes so we can update our records and ensure we can continue to provide quality services. You may unsubscribe from our general mailing list at any time by contacting us in writing.

Notifiable Data Breach

Organisations that suspect a data breach must undertake an assessment within 30 days. If a breach occurred, and is likely to result in serious harm to an individual affected, the individual and the Australian Information Commissioner must be notified. Notification must include:

- the identity and contact details of the organisation
- a description of the data breach
- the kinds of information concerned
- recommendations about the steps individuals should take in response to the data breach.

The notification to the Commissioner should be made using the Notifiable Data Breach form.

Responsibilities

- PAA committee members must work to the Privacy Policy.

Privacy Policy questions and feedback

If you would like a copy of this policy, or if you have any privacy questions or feedback, please contact us at: info@ypok.org.au

Legislation, Standards and Agreements

The following legislation applies to this policy and supporting documentation:

[Privacy Act 1988](#) – (Commonwealth)

The following Standards apply to this policy and supporting documentation:

[Australian Privacy Principles](#)

The following are useful privacy resources:

[Notifiable Data Breaches Scheme](#)

[Notifiable Data Breach Form](#)

[Privacy Guide – A Guide to compliance with Victorian and Federal Privacy Laws 2014](#)

Related internal documents

Membership Form

Privacy Policy	
Version	Details
V1	11-11-19
Endorsed	Owen Jourdian