

The Wireless Institute of Australia Privacy Policy

This Privacy Policy discloses the privacy practices of The Wireless Institute of Australia (WIA). It sets out matters relating to the collection, use, disclosure and storage by us of personal information related to persons, our members and affiliated clubs.

In the Privacy Policy 'personal information' has the same meaning as in the Privacy Act 1988 (Commonwealth) (the Act). We respect and value the privacy of persons, our members and affiliates and comply with the national privacy principles of the Act in regard to personal information.

In January 2009, the WIA entered into an Agreement, with the Commonwealth of Australia, as represented by the Australian Communications and Media Authority (ACMA), to undertake certain statutory and administrative functions for Examinations, the issue of Certificates of Proficiency and administrative functions associated with the management of Amateur Station call sign recommendations. Under the Deed, the WIA is required to abide by the Act including the Information Privacy Principles as though the WIA was an Agency of the Commonwealth.

Under the Deed the WIA is obliged to maintain a database of Assessors, a database of Qualified Operators, and details of all Amateur Station call sign recommendations.

1. Collection, use and disclosure of information about persons, members and affiliates.

We will only collect, use, disclose personal information about persons, members and affiliates for purposes of:

- a) maintaining registers of members and affiliates in relation to the operation and promotion of the WIA including the provision of services.
- b) internal management and administration of the personal relationship between the WIA and the member.
- c) providing members and affiliates with services, products and information about amateur radio
- d) confirming credit and other transactions required for the provision of membership and affiliate services and products including applications for assessment, certificate issue and call sign recommendations.
- e) research, planning, improving services and promotion of amateur radio,
- f) for any other specific purposes for which a member or affiliate consent.
- g) maintaining a register of persons applying for assessment for Amateur Certificate of Proficiency.
- h) maintaining a register of persons issued with a Amateur Certificate of Proficiency
- i) maintaining a register of persons applying for a Amateur Station Call Sign recommendation
- j) maintaining a register of WIA Assessors
- k) maintaining a register of persons seeking information on emergency communications operator training.
- l) Maintaining a register of persons applying for a training course for emergency communications operator certificate
- m) Maintaining a register of WIA members accredited as WIA Emergency Communications Operators.

2. Member and affiliate consent.

By agreeing to membership or affiliation it is agreed that the WIA is authorized to use the personal information for the purposes identified in the policy.

3. Personal Information Security.

The WIA is committed to keeping secure the personal information provided to it by persons, members and affiliates. The WIA takes all reasonable precautions to protect the personal information we hold about persons, members and affiliates from misuse, loss, unauthorized access, modification or disclosure.

4. Publication of membership data From time to time we will publish personal information about members limited to name, call sign and postal address as part of our membership promotion or services. Members may option not to have such information published by us by advising our Privacy Officer.

5. Access, correction and inquiries

- (a) Persons, Members or affiliates can request us to provide them with access to personal information we hold about them, subject to the exceptions in the Act.
- (b) Persons, Members and affiliates are requested to contact the WIA if any of the details we hold are changed, or if they become aware that any information held by the WIA about them is inaccurate, incomplete or out dated.
- (c) Contact with the WIA about any matters arising from this policy should either be by email to privacy@wia.org.au or by post addressed to the Privacy Officer WIA, PO Box 2042, Bayswater, Victoria 3153.

Note: Callbook

Currently the WIA publishes annually a Call book under licence from the ACMA which contains certain information from the Register of Radiocommunications Licences maintained by the Australian Communications and Media Authority pursuant to the Radiocommunications Act, and which is required by the Act to be open for inspection.