



Wireless Institute of Australia Privacy Policy

This details how the Wireless Institute of Australia (WIA) will deal with matters relating to the collection, use, disclosure and storage by us of personal and /or confidential information related to persons, our members and affiliated clubs as required by the Privacy Act and the Australian Privacy Principles.

In this Policy 'personal information' and 'confidential information' has the same meaning as in the Privacy Act 1988 (Cwlth)

The WIA respects and values the privacy of information concerning, our members and affiliates and will comply with the requirements of the Privacy Act and the Australian Privacy Principles. In so far as they are applicable.

The WIA has 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 and the 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. The WIA will comply with these additional requirements.

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

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

1. maintaining registers of members and affiliates in relation to the operation and promotion of the WIA including the provision of services.
2. internal management and administration of the personal relationship between the WIA and the member.
3. providing members and affiliates with services, products and information about amateur radio
4. 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.
5. research, planning, improving services and promotion of amateur radio,
6. maintaining a register of persons applying for assessment for Amateur Certificate of Proficiency.
7. maintaining a register of persons issued with a Amateur Certificate of Proficiency
8. maintaining a register of persons applying for a Amateur Station Call Sign recommendation
9. maintaining a register of WIA Assessors
10. maintaining a register of persons seeking information on emergency communications operator training.

11. Maintaining a register of persons applying for a training course for emergency communications operator certificate
12. Maintaining a register of WIA members accredited as WIA Emergency Communications Operators.
13. for any other specific purposes for which a member or affiliate consent.

2. Personal Information Security.

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

4. Publication of membership data

From time to time the WIA 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 by email privacy@wia.org.au

5. Access, correction and inquiries

1. Members or affiliates can request us to provide them with access to personal information the WIA holds about them, subject to the exceptions in the Act.
2. 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.
3. 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.

This policy was last updated in September 2017