

# Privacy Policy

**Preamble:** The **Wireless Institute of Australia (WIA)** is committed maintaining the WIA's 110 year plus legacy of serving our members to meet the objects of the WIA constitution. This policy outlines our ongoing obligations to you in respect of how we manage your Personal Information. The WIA privacy policy is based on the over-arching principle that personal information is used ONLY for the purposes for which it was collected. The following fully details this policy:

## **What is Personal Information and why do we collect it?**

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone, call signs and ACMA ID.

This Personal Information is obtained in many ways including by membership applications, through correspondence, by telephone, via our website ([www.wia.org.au](http://www.wia.org.au)) and from other publicly available sources and from third parties. We cannot guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you as a member, and providing information to our members. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where a person would reasonably expect such use or disclosure.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

## **Maintaining the Quality of your Personal Information**

It is an important to us that your Personal Information is up to date, especially contact details. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please update via our membership system as soon as practicable so we can update our records and ensure we can continue to provide quality services to you. If you have issues updating your information please advise the WIA National Office ([national.office@wia.org.au](mailto:national.office@wia.org.au)).

## **Disclosure of Personal Information**

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclose; and
- Where required or authorised by law.

## **Third Parties**

Where reasonable and practicable to do so, we will collect your Personal Information only from you for membership purposes and to meet the objects of the WIA as defined in the WIA constitution. However, in some circumstances we may be provided with information by third parties. In such a case we will either take reasonable steps to ensure that you are made aware of the information provided to us by the third party or we will take reasonable steps to destroy or permanently de-identify this personal information. An example of this would be conducting a poll using a third-party framework where we would de-identify the results.

## **Sensitive Information**

Sensitive information, as defined in the Australian Privacy Act, includes information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information. The WIA would not normally seek to collect or store sensitive information. However, there may be unanticipated or inadvertent exceptions.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

## **Security of Personal Information**

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, the Personal Information stored in our membership files will be kept by us for a minimum of 7 years after cessation of financial membership for both legal and archival purposes.

## **Access to your Personal Information**

You may access the Personal Information we hold about you as a member to update and/or correct it, subject to certain exceptions by accessing, via secure logon, our membership system via our website. You may also formally request an extract if you wish to access your Personal Information - please contact us in writing, providing your full contact details including telephone number.

The WIA will not charge any fee for your access request, but may recover any costs incurred by way of an administrative fee for providing a copy of your Personal Information. Service level expectations for formal requests is targeted at 45 business days and excludes business days when the WIA office is closed.

Authentication: In order to protect your Personal Information we may require identification from you before releasing the requested information. This may include identity information to meet the 100 point hurdle as used by banks and financial institutions.

## **Policy Updates**

This Policy may change without notice from time to time and is available on our website.

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