

Privacy Policy

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Type:	Policy
Division:	Corporate
BU/Dept:	All
Branch:	National
Intended for:	All Personnel
Versions:	<ol style="list-style-type: none"> 1 December 2020 – General Manager 21 October 2021 – General Manager

Policy Brief & Purpose

Star Aviation is committed to providing quality services to staff and clients and this policy (**Policy**) outlines our ongoing obligations in respect of how we manage personal information.

Star Aviation have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which Star Aviation collect, use, disclose, store, secure and dispose of personal information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au

What is Personal Information and why do we collect it?

Personal information (**Personal Information**) is information or an opinion that identifies an individual. Examples of Personal Information that Star Aviation may collect include (but not limited to): names, addresses, email addresses, phone and facsimile numbers.

This Personal Information is obtained in many ways including (but not limited to) interviews, correspondence, by telephone, by email, via our website and from third parties. NOTE Star Aviation does not guarantee website links or policy of authorised third parties.

Star Aviation collects Personal Information for the primary purpose of providing our services to our staff, our clients, providing information to our clients and marketing. Star Aviation may also use Personal Information for secondary purposes closely related to the primary purpose, in circumstances where one would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing or unsubscribing to such list where available.

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.

In the case of our workers and prospective workers, we may ask to collect Personal Information about your COVID-19 vaccination status. The primary purpose of collecting this Personal Information is to ensure that we can assess risks to employees and customers in our workplaces consistent with our health and safety obligations. The secondary purpose is to ensure that we can still trade if restrictions are imposed requiring trading only with vaccinated workers. Vaccination status information is “Sensitive Information” and will be subject to the conditions as set out in the clause directly below.

Sensitive Information

Sensitive information is defined in the Privacy Act to include 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.

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 consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, Star Aviation will collect Personal Information only from the relevant individual. However, in some circumstances we may be provided with information by third parties. In such a case Star Aviation will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

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

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

Security of Personal Information

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

When Personal Information is no longer needed for the purpose for which it was obtained, Star Aviation will take reasonable steps to destroy or permanently de-identify any Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.



Access to Personal Information

Staff may access their Personal Information that Star Aviation hold about them and to update and/or correct it, subject to certain exceptions. If a staff member wishes to access their Personal Information, they are to contact us in writing.

Star Aviation will not charge any fee for an access request but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect Personal Information Star Aviation may require identification the individual before releasing the requested information.

Maintaining the quality of Personal Information

It is an important to Star Aviation that Personal Information is up to date. Star Aviation will take reasonable steps to make sure that individuals' Personal Information is accurate, complete and up-to-date. If the information we have is not up to date or is inaccurate, please advise as soon as practicable so the records can be updated and to ensure Star Aviation can continue to provide quality services to our staff and/or clients.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact us at:

Star Aviation

11/20 Ricketty Street,
Mascot, NSW 220

hr@staraviationservices.com.au

