



WINGS AROUND — THE WORLD —

ONE TEENAGER - ONE ENGINE - ENDLESS OPPORTUNITIES

PRIVACY POLICY

Background

We support the importance placed on maintaining the privacy of Personal Information and Sensitive Information. This Privacy Policy outlines the ways in which *Wings Across the World* (**we, our, us**) collect, manage, protect and use Personal Information and comply with our obligations under the *Privacy Act 1988* (Cth).

If you provide us with Personal Information, including directly to us, by email, through our Website or by way of social media, you consent to us collecting, maintaining, using and disclosing your Personal Information in the way described in this Privacy Policy.

Definitions

In this policy:

Personal Information has the meaning given under the Privacy Act.

Privacy Act means the *Privacy Act 1988* (Cth).

Related Entities has the same meaning as under the *Corporations Act 2001* (Cth).

Sensitive Information has the same meaning as under the Privacy Act.

Website means www.wingsaroundtheworld.com.au and any other websites or social media operated by us from time to time.

The meaning of any general language is not restricted by any accompanying example and the words 'includes', 'including', 'such as', 'for example' or similar words are not words of limitation.

Why do we need to collect Personal Information and how do we use it?

We need to collect Personal Information for the purposes of fundraising and supporting Lachlan Smart's bid to circumnavigate the globe solo, in a single engine aircraft (Project) and to use the experience gained through the Project to inspire and empower young people.

We use the Personal Information we collect to:

- fundraise for the Project;
- work on the Project, including work with our volunteers, assistants, service providers and partners;
- provide on-going information on the Project; and
- provide information on events and tickets to events.

What Personal Information do we collect?

The Personal Information we collect includes:

- contact information – e.g. names, email addresses, telephone numbers, residential addresses;
- demographic information – e.g. name, address and date of birth;
- information about family members or associates (e.g. if you attend an event with family and friends or you volunteer as a group to help in any fundraising or event or the Project);
- Sensitive Information (e.g. if you tell us that you need special assistance because of a health or medical matter to enable you to attend an event);
- your credit card or financial details (e.g. when you purchase tickets to an event); and
- any other Personal Information you provide to us.

How do we collect the Personal Information?

Wherever practical, the Personal Information we collect is obtained directly from the individual.

We may also collect Personal Information:

- from our partners;
- from third parties, e.g. if someone books an event or requests information about the Project on your behalf;
- when we are required to do so by law;
- as part of any legal process;
- from our own records;
- when you send an email or other communication to us; or
- if you log onto our Website. Our server automatically records information your browser sends when it connects to a website. This may include your:
 - Internet Protocol (IP) address and your browser type and language. We may also collect information about your usage (for example, by way of cookies) including when you use our website, other sites you access from our website, content upload and download, your usage of the services available on our website and the other website users you connect with through our Website; and
 - information provided by you if you use or download facilities on our Website.

If at any time Personal Information is supplied to us about any other person, we accept that information on the basis that the third party is authorised to do so and that the relevant individual has consented to the disclosure.

Disclosing and using Personal Information

We will only use the Personal Information for the purpose it was collected. We do not rent or sell your personal information.

Personal Information we hold may be provided to:

- persons working with us;
- our partners;
- Service Providers, including Ezidebit which provides us with a payment gateway for online credit card transactions and persons assisting us to organise and put on an event.

Personal Information may also be disclosed:

- as part of legal proceedings;
- if you agree to the disclosure;
- in circumstances where you would reasonably be expected to consent to information of that kind being passed to a third party;
- where disclosure is required or permitted by law;
- where it is required to be disclosed for audit, governance, insurance or regulatory purposes;
- if disclosure will prevent or lessen a serious or imminent threat to someone's life or health; or
- as part of an investigation into suspected fraud or unlawful activity;
- where it is reasonably necessary for the enforcement of the criminal law, a law imposing a pecuniary penalty or for the protection of public revenue.

Considerations when you send information to us

While we do all we reasonably can to protect your Personal Information from misuse, loss, unauthorised access, modification or disclosure, including investing in security software, no data transfer over the Internet is 100% secure.

The open nature of the Internet is such that information exchanged via the Internet may be accessed and used by people other than those for whom the data is intended. If you send us any information, including (without limitation) Personal Information, it is sent at your own risk.

If you provide Personal Information to us electronically, there are steps you can take to help maintain the information's privacy. These include:

- always closing your browser when you have finished your session;
- NEVER providing Personal Information by using a public computer; and
- NEVER disclosing your user name and password to another person.

You are responsible for all actions taken using your username, email or password. If at any time you believe your username or password has been compromised, immediately contact us and change your password.

How your information is stored

We endeavour to keep our information systems and files secured from unauthorised access and our employees, contractors and individuals and companies who assist us to provide Services are aware of the importance we place on protecting your privacy and their role in helping us to do so.

Our procedures to securely store Personal Information include electronic and physical security measures, staff training and use of password protection software.

Personal Information collected by our partners (e.g. Booking Boss when they provide ticketing services) is collected, used, stored and disclosed in accordance with their respective privacy policies, which are available on their respective websites. A list of our partners is available on our Website.

Marketing and opting out

We do not use Sensitive Information for marketing purposes.

If you receive marketing material from us, you may at any time notify us that you do not want to receive any additional marketing material from us or do not want your information disclosed for direct marketing purposes. Simply contact us by using the details below and we will remove your details from our marketing database.

How long do we keep your Personal Information?

We do not keep your Personal Information for any particular period of time, unless we are required to keep your information for a particular period of time by law.

When the Personal Information that we collect is no longer required, we will remove or de-identify the Personal Information as soon as reasonably possible. We may, however, retain Personal Information for as long as is necessary to comply with any applicable law, for the prevention of fraud and for operational, insurance and governance purposes.

How you can update, correct, or delete your Personal Information

You may request access to your Personal Information or correct any inaccurate or out of date information by clicking here or contacting our Privacy Officer using the details below.

You may request the source of any information we collect from a third party. We will provide this at no cost, unless under the Privacy Act or other law there is a reason for this information being withheld.

If there is a reason under the Privacy Act or other law for us not to provide you with information, we will give you a written notice of refusal setting out the reasons for the refusal except to the extent it would be unreasonable to do so and the mechanisms available to you to complain about the refusal.

Changes to our privacy policy

This document sets out our current Privacy Policy.

Our Privacy Policy will be updated from time to time. You should review our Privacy Policy each time you visit our Website or provide us with Personal Information.

Contacting us

We are a very small entity, but will ensure that we have a person nominated to handle any privacy-related queries (**Privacy Officer**). Our Privacy Officer is contactable at:

Phone: **0407 456 081**

Email: *Vanessa@wingsaroundtheworld.com.au*

You should also contact our Privacy Officer:

- immediately if you believe someone has gained access to your Personal Information;
- immediately if you believe we have breached our privacy obligations or your privacy rights in any way; or
- would like to discuss any issues about our privacy policy.

More information about your rights and our obligations in respect to privacy and information on making a privacy complaint are available from the Office of the Australian Information Commissioner:

website - www.oaic.gov.au

mail - GPO Box 5218 Sydney NSW 2001

email - enquiries@oaic.gov.au