



# Privacy Policy

Unique Identifier	CASA-02-0054
Owner	Chief Executive Officer
Responsible Area	Executive Manager, Legal and Regulatory Affairs
Effective Date	July 2019
Review Date	July 2020
Version	3.0
Intended Audience	External

## Purpose

To communicate how CASA collects, holds, uses and discloses personal information.

## Applies to

All CASA officers.

*Note. A CASA **officer** means a member of the staff of CASA and includes managers.*

## Directive

As a Commonwealth government agency, CASA must comply with the *Privacy (Australian Government Agencies — Governance) APP Code 2017 (the Code)* and the *Australian Privacy Principles (APPs)* set out in Schedule 1 to the *Privacy Act 1988 (Cth)*.

## Principles

This policy applies to CASA's collection, holding, use and disclosure of **personal information**, including **sensitive information**. Section 6 of the *Privacy Act 1988 (Cth)* defines **personal information** to mean: Information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- (a) whether the information or opinion is true or not; and
- (b) whether the information or opinion is recorded in a material form or not.

Section 6 also defines **sensitive information** to include health information about an individual; or biometric information that is to be used for the purpose of automated biometric verification or biometric identification.

CASA officers must:

1. ensure compliance with applicable privacy laws, including the Privacy Act 1988 (Cth).
2. ensure compliance with the CASA privacy policy available on CASA's website, which outlines CASA's personal information handling practices and complaint handling process.
3. strive to enhance the trust and confidence of individuals who provide personal information to CASA;
4. ensure that privacy issues are addressed when new services are introduced, or procedures updated; and
5. ensure compliance with the Code.

CASA will take reasonable steps to ensure that any personal information it collects and uses is up-to-date, complete, and secure. To give effect to CASA's privacy policy:

1. CASA has a Privacy Contact Officer (PCO) who is responsible for managing CASA's privacy issues and related queries. The PCO, and CASA's Privacy Champion, is the Branch Manager Advisory, and Drafting, LARA Division.
2. Aviation Group and all CASA Divisions should appoint a person who, at the direction of the relevant Group or Division Manager, will manage the business unit's written privacy program. The program must include the contents of a template prepared and provided by LARA.
3. The person appointed pursuant to paragraph 2 immediately above will liaise with and seek assistance or advice from the PCO when necessary.
4. CASA has provided a statement on its website to explain how personal information obtained online is protected.

## Requirements on Managers

The Aviation Group Manager and each Division Manager, must ensure their business unit has an effectively managed privacy program, updated when appropriate, which complies with this policy, the CASA APP privacy policy, and the Privacy Act 1988 (Cth) and the Code.

## Reporting non-compliance with this policy

CASA employees who become aware that a person may not have complied with this policy should immediately notify either their manager, or their person nominated as their business unit's privacy officer as well as CASA's PCO.

Shane Carmody

Chief Executive Officer and  
Director of Aviation Safety  
Date: July 2019