



Privacy Policy - Directive

Unique Identifier	CASA-02-0054
Owner	Director of Aviation Safety/Chief Executive Officer/Executive Manager
Responsible Area	Executive Manager, Legal, International and Regulatory Affairs
Effective Date	October 2021
Review Date	October 2023
Version	5.0
Intended Audience	Internal/External
DLM	Official

Purpose

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

Background and definitions

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)*.

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.

Applies to

All CASA officers.

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

Directive

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.

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

Responsibilities

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.
2. Aviation Group and all CASA Divisions should appoint a person who, as the Group's/Division's privacy officer. At the direction of the relevant Group or Division Manager, the privacy officer will manage the business unit's written privacy program. The program must include the contents of a template prepared and provided by Legal, International and Regulatory Affairs Division.
3. The privacy officers 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.

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.

Signed

Chief Executive Officer and Director of Aviation Safety

Date: