

# Wellington Aero Club privacy policy

## 1 Context and purpose

This is the privacy policy of the Wellington Aero Club Incorporated ('Wellington Aero Club', 'club' or 'we' in this document).

We take our privacy obligations seriously and we are committed to handling personal information in accordance with the Privacy Act 2020 ('Privacy Act') and the information privacy principles set out in that Act.

This policy sets out how we store, maintain, use and disclose personal information.

By providing personal information to us, you consent to us collecting, storing, maintaining, using and disclosing your personal information in accordance with this privacy policy.

We may change this privacy policy from time to time by posting an updated copy on our website and we encourage you to check our website regularly to ensure that you are aware of our most current privacy policy. This page was last updated on 17 December 2025.

## 2 What personal information we collect

Personal information we collect from you includes:

- full name
- date of birth
- contact details (e.g. phone number, electronic address, postal address)
- emergency contact information
- the date on which you became a member
- a record of your consent to become a member
- a record of your agreement to abide by the duties and obligations of members.
- payment records
- participation in and results of training, flying assessments and club events
- status of your pilot licence and medical certification
- photos or videos taken during club events.

This includes keeping the following information for 7 years about people who have ceased to be a member:

- name
- date at which they ceased to be a member.

## 3 How we collect personal information

We collect personal information in ways that include when you:

- apply to become a member or renew your membership
- pay membership fees or other levies
- use our premises or services

- participate in club events or activities
- purchase goods from us
- apply for employment
- communicate with us via email, phone or in person
- interact with our website or social media channels.

We may also collect personal information from third parties if you have given permission (e.g. parent or guardian for members or authorised users who are minors).

#### **4 Why we collect your information**

We collect personal information for purposes including to:

- achieve the purposes of the club
- manage membership and renewals
- communicate with you about club matters
- organise and manage events and activities
- ensure the safety and health of users of club facilities and services and participants in club events and activities
- maintain accurate records for governance and compliance
- promote the club (e.g. photos of events, with written consent)
- comply with legal obligations including those relating to regulating civil aviation and incorporated societies.

#### **5 Who we share your information with**

We share your personal information only when necessary and for the purposes described above, including sharing your information with:

- club committee members and volunteers (for club operations)
- third-party service providers (e.g. event management tools, email platforms)
- emergency services (in case of health or safety concerns)
- regulatory or legal bodies, if required by law.

Before sharing your information with any such party we will review their privacy policies or service agreements.

We do not sell or rent your personal information.

#### **6 Storage and security**

We take reasonable steps to keep your personal information safe from loss, unauthorised access, or misuse. This includes:

- secure storage systems (digital and physical)
- limited access to personal information by authorised personnel only
- password protection and encryption where appropriate.

We will retain your information only for as long as necessary for the purposes it was collected or as required by law. We will notify you of any privacy breach in accordance with the Privacy Act 2020.

## **7 Your rights**

Under the Privacy Act 2020, you have the right to:

- access your personal information
- request correction of inaccurate information
- withdraw consent for future use (where applicable)
- complain if you believe your information has been mishandled.

To exercise these rights, please contact us using the details below.

## **8 Contact us**

If you have any questions about this policy or wish to make a privacy-related request, please contact:

Secretary, Wellington Aero Club, 24 George Bolt Street, Rongotai, Wellington 6022.

[secretary@flywellington.co.nz](mailto:secretary@flywellington.co.nz)

## **9 Revision of this policy**

We may revise this privacy policy from time to time to reflect changes in our practices or the law. The latest version will always be available on our website or by request.