Privacy Policy

Schofields Flying Club Limited (SFC) Privacy Policy
Version 2.0 effective 03/02/2020

Before you provide us with any personal information, Australian law requires that you read and understand our Privacy Policy, and consent to us collecting and using that information.

Personal information will not be collected unless it is for a purpose directly related to SFC training services or marketing activities, and the collection of the information is necessary for that purpose. By submitting personal information to SFC through the use of webforms, you are consenting for your information to be used for marketing purposes.

The information you provide to us may be used to identify you, create enrolment records, determine funding eligibility and sources, report training activity and validate your Unique Student identifier (USI). The information may also be disclosed to the Commonwealth and the VSL Tuition Protection Director.

SFC takes all reasonable steps to keep personal information secure at all times, and to ensure that the personal information it collects, and discloses to others, is accurate, complete, and up to date. If an individual establishes that the information held about them is not accurate, complete, up to date, relevant or misleading; once notified of this, SFC will take all reasonable steps to correct the information.

Personal information may be stored on servers owned and operated by SFC, or by approved third party servers. Employees and contractors of SFC have access to personal information on SFC servers, and also third party servers where a contractural agreement exists. Employees and contractors of approved third parties may also have access to your personal information.

SFC has implemented technology and security systems, policies and measures to protect the personal information we collect. Personal data is protected by security safeguards against loss, unauthorised access, use, modification or disclosure, and against other misuse. All personal information transmitted between servers (e.g. through submission of a webform) is encrypted before transmission.

SFC will not disclose the information it collects from an individual unless (i) the individual concerned has been made aware that information of that kind is usually passed to that person, body or agency, and (ii) the individual concerned has consented to the disclosure or (iii) the disclosure is required or authorised by or under law.

Students who are enrolled with TAFE NSW should be aware that SFC, as a third party provider to TAFE NSW, is required to send student progress reports to TAFE NSW on a regular basis.

Your file may be also be used for research and teaching, but only in a de-identified manner which precludes attribution to an individual and excludes personal details such as names, addresses, ARN's and phone numbers.

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Students may apply in writing to the CEO to be given access to their own personal information held by SFC. Access will be granted within 10 business days. SFC will not disclose any personal information without first establishing the identity of the person requesting the information.

Written correspondence may be delivered by regular or electronic means.

Any complaint by an individual regarding SFC's management or handling of personal information should be forwarded to the SFC Privacy Officer, who is the Company Secretary, at secretary@sfcaero.com.au.

Anyone may request in writing that SFC delete their data. SFC will then proceed to delete all current data which is not required to be retained by law and data contained in backup files will be progressively overwritten as new backups are made. Backup data is encrypted.

All students have the right to access their personal information and have the right to have their incorrect personal information corrected.

By ticking a checkbox titled 'I have read and understood SFC's Privacy Policy' you are confirming that you have read and understood the above information and consent to your personal information begin held, used, and disclosed in the manner so described.