

PRIVACY POLICY

At Flite School Manly Pty Ltd ACN 633 367 003 (Flite School Manly) we know how important it is to protect your personal information and respect your privacy.

This Privacy Policy (Policy) outlines the obligations which we have in managing the personal information we collect through the website at www.fliteschoolmanly.com or directly from you. Please read this Policy carefully and if you have any questions, feel free to contact us.

Flite School Manly may modify the Policy from time to time and update it on this website. To get the most updated Policy, we recommend that you visit this site in case the Policy has changed since you last visited.

Our Policy complies with the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (Privacy Act) and explains how your personal information will be managed when dealing with Flite School Manly or this website.

What personal data we may collect, store and use: -

1. Information about your computer and about your visits to and use of this website such as your IP addresses, geographical location, browser type, referral source, length of visit and number of page views;
2. Information relating to any transactions carried out between you and us on or in relation to this website including information relating to any purchases you make of our goods or services;
3. Information that you provide to us for the purpose of registering with us;
4. Information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters;
5. Any other information that you choose to send to us, and
6. Other information.

Website Collection

When you visit our website, our ISP may record anonymous information such as your IP address, time, date, referring URL, pages accessed, and document downloaded.

Flite School Manly collect personal information from the website www.fliteschoolmanly.com through emails, newsletters and online website enquiry and booking forms. We also use third parties to such as Google Analytics to analyse traffic on our website, which involves the use of cookies. Information collected through such analysis is anonymous.

We use Google Analytics to analyse the use of this website. Google Analytics generates substantial and other information about website use by means of cookies, which are stored on users'

computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at <https://policies.google.com/privacy>

Cookies

We may use cookies on our website from time to time which is a small file that a website transfers to your browser for identification purposes, kept for a limited time. They may collect and store your personal information in order to enhance your experience with our website and for our marketing purposes.

You can adjust your browser settings and disable cookies and you can still use our website, although it may limit the use of our website or your experience.

Website Links

Our website also provides links to other sites which may use cookies. We do not have any control over those websites and are not responsible for the use of cookies by third party websites or the privacy practices of those sites. We suggest you visit their privacy policy to find out more.

How might we use and disclose your personal information?

Flite School Manly may use and disclose your personal information for the primary purpose for which it is collected, for reasonably expected secondary purposes which are related to the primary purpose and in other circumstances authorised by the Privacy Act.

In general, we use and disclose your personal information for the following purposes:

1. To conduct our business;
2. To provide and market our services
3. Improve your browsing experience by personalising the website;
4. Enable the use of services available on the website;
5. Supply to you services purchased via the website;
6. Send statements and invoices to you and collect payments from you;
7. Send you email notifications which you have specifically requested;
8. Provide third parties with statistical information about our users – but this information will not be used to identify and individual user
9. Deal with enquiries and complaints made by or about you relating to the website, and

10. Other uses

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

Other Disclosures

In addition to the disclosures reasonably necessary for the purpose identified elsewhere in this privacy policy, we may disclose information about you: -

1. To the extent that we are required to do so by Law;
2. In connection with any legal proceedings or prospective legal proceedings;
3. In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk; and
4. To the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling.

Except as provided in this privacy policy, we will not provide your information to third parties.

Sending information overseas

We will not send your personal information to recipients outside of Australia without:

1. Obtaining your consent (in some cases this consent will be implied); or
2. Otherwise complying with the APPs.

We take reasonable steps to ensure that such recipients respect the confidentiality of this information by abiding by the APPs or equivalent privacy laws.

However, if your matter relates to an international matter, including the laws of other countries, we may engage another firm or third-party provider of business services to provide advice on foreign laws or to provide business support services which may be based overseas.

If that happens, we will comply with the requirements of the Privacy Act that apply to cross-border disclosure of personal information.

Sensitive Information

Some personal information which we collect is 'sensitive information'. Sensitive information includes information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences and criminal record, that is also personal information and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose unless you agree otherwise, or where certain other limited circumstances apply (eg. where required by law).

Management of Personal Information

The APPs require us to take reasonable steps to protect the security of personal information. Flite School Manly personnel are required to respect the confidentiality of personal information and the privacy of individuals.

Flite School Manly takes reasonable steps to protect personal information held from misuse and loss and from unauthorised access, modification or disclosure, for example by use of physical security and restricted access to electronic records.

We also have website protection measures such as firewalls and antivirus software and restrictions on the use of our software such as passwords.

Where we no longer require your personal information for a permitted purpose under the APPs, we will take reasonable steps to destroy it.

Security of your personal data

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alternation of your personal information.

We will store all the personal information you provide on our secure servers. All electronic transactions you make to our receive from us will be encrypted using SSL technology.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

You are responsible for keeping your password and user details confidential. We will not ask you for your password.

Your Consent

Providing us with your personal information is optional and you may choose not to provide us with personal information. When you provide us with your personal information, you consent to its use in accordance with the terms of this Policy, including its disclosure. We will not sell, lease or distribute your personal information unless legally required or you have permitted us to do so.

Policy Amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

We may also notify you of changes to our privacy policy by email.

Your Rights

You may instruct us to provide you with any personal information we hold about you. Provision of such information may be subject to the payment of a fee.

You may instruct us not to process your personal data for marketing purposes by email at any time (in practice, you will usually either expressly agree in advance to our use of your personal data for marketing purposes or will provide you with an opportunity to opt-out of the use of your personal data for marketing purposes).

Updating Information

Please let us know if the personal information which we hold about you needs to be updated.

Contact

The full name of our company is Flite School Manly Pty Ltd. Our address is PO Box 577, Freshwater, NSW, 2096.