

PRIVACY NOTICE

Our commitment to you

In handling your personal information, the Royal Australian Air Force Welfare Trust Fund (RWTF) (ABN 24 616 803 717) is committed to complying with the *Privacy Act 1988*.

Purpose of collecting your personal information

The type of information we collect from you will depend on the benefits you choose on our website. When applying for a RWTF benefit, we may require personal information such as your contact details - including name, address, phone, fax and email - bank account details, annual income, other financial details and place of work. This information is required in order for RWTF to consider providing you with the benefit for which you have applied.

RWTF generally collects personal information directly from you, but there may be occasions where RWTF needs to source personal information about you from a third party such as credit reporting agencies or Defence/your employer.

Your choices

You can choose not to provide the RWTF with some or all of your personal information, but this may affect the RWTF's ability to assess your application for any benefit.

By providing your personal information to the RWTF you acknowledge and consent that you represent to the RWTF that

- where you provide personal information about another person, you are authorised to provide that information, and that
- you will inform that person how the RWTF may use and disclose that information, and that they may gain access to that information.

Use of your personal information

RWTF uses personal information collected about you to consider your application for the benefits requested. In addition, RWTF may use this information for other related purposes such as internal administration.

Group Life insurance members should be aware that the RWTF utilises Ezidebit for direct debit purposes. [Ezidebit's privacy policy](#) applies to your personal information as well.

Disclosure of your information

In providing our services and products to you, it may be necessary for us to disclose your personal information to other agencies and organisations external to the RWTF. We only disclose your personal information to the extent necessary and to the extent required by law. We may disclose your personal information for the purposes of reporting to regulators (such as the Australian Charities and Not-for-profits Commission) and credit agencies. When enforcing a loan, we may disclose your personal information to:

- debt collection agencies
- solicitors
- process servers
- courts of law with jurisdiction over enforcement of debts and securities

The RWTF is unlikely to disclose your personal information to overseas recipients unless required by law.

Security of your personal information

The RWTF will take all reasonable steps to secure your personal information against misuse, loss, alteration and unauthorised access.

Changes to privacy statement

The RWTF may amend this privacy statement at any time. Any changes to the RWTF Privacy Statement will be posted on this website.

Contact us about privacy

RWTF always strives to maintain and respect your privacy and the confidentiality of your personal information. If you have any questions or concerns about the privacy of your personal information, please contact us on:

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Email: RWTF@defence.gov.au

ADDITIONAL INFORMATION

Read more on our intranet:

[Authority to Disclose Information](#)

[Freedom of Information](#)