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| Name: | PROFESSIONAL LEARNING PRIVACY POLICY |
| Policy No: | 181109 |
| Approved by: | Stephen Kinsella, Executive Director |
| Last reviewed: | November 2018 |
| Responsible | Head of Professional Learning |

1. Purpose

To ensure that EdComm complies with the *Privacy Act 1988* to maintain the privacy and confidentiality of information EdComm collects and document the ways in which that information may be used.

2. Scope

This policy applies to records established, information collected and stored by EdComm in relation to Course Participants, Members, Staff Members and others.

3. Policy Principles

- i. EdComm will collect personal information when it is necessary for one or more of its functions or activities or when required to do so by law.
- ii. EdComm will take reasonable steps to ensure the individual is aware of the purpose for which the information is collected.
- iii. EdComm will collect the required information from the actual individual where it is reasonable and practical to do so.
- iv. EdComm will take reasonable steps to inform an individual of the above statements where information has been collected on that individual by someone else.

Expectations for participants and staff

1. EdComm collects and holds personal contact information including email addresses and phone contact numbers by way of registration forms filled out for EdComm events and attendance rolls signed at such events.
2. This information includes (but is not limited to) personal information about:
 - its members
 - teachers and school executives who participate in its activities and course
 - information contained in job applications for staff positions
 - contractors who provide services to Anglican EdComm
 - individuals who purchase publications and other resources from Anglican EdComm.
3. EdComm will use personal information it collects from an individual for the primary purpose of contact, identification, and for such other secondary purposes that are related to the primary purpose and are reasonably expected by the individual, or to which the individual has consented.
It will not release any personal information (e.g. name, e-mail address, mailing address, credit card data etc.) to any third party without the individual's consent.

4. In relation to personal information of job applicants, EdComm's primary purpose of collection is identification and assessment of the skills and history of applicants to inform allocation of positions and insurance purposes. Subsequently further personal information may be required from successful job applicants for them to be employed as staff members or contractors.
5. Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which Anglican EdComm holds about them and to advise Anglican EdComm of any perceived inaccuracy. Any requests to access any information must be made in writing to the Executive Director. Anglican EdComm may require verification of identity which may involve a fee. If the information sought is extensive, Anglican EdComm will advise the likely cost in advance. Some information can be updated on the website.
6. **Exception in relation to employee records:** Under the *Privacy Act* and the *HRIP Act*, the Australian Privacy Principles and Health Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to EdComm's treatment of an employee record where the treatment is directly related to a current or former employment relationship between the EdComm and employee.
7. Anglican EdComm has procedures to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass-worded access rights to computerised records. This is in accordance with the requirements of this policy and the Privacy Act.
8. In referring to '**sensitive information**' Anglican EdComm means: information referring to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences, criminal record and health information. Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless agreed otherwise, or if the use or disclosure of the sensitive information is allowed or required by law.