

AITSL Privacy Policy

An AITSL external policy

Introduction

The purpose of this policy is to provide you with information on how we collect, use, retain and disclose your Personal Information as part of using AITSL websites/services (**Services**).

Policy statement

The Australian Institute for Teaching and School Leadership (AITSL) is committed to protecting the personal information it collects and meeting its privacy obligations through compliance with the [Australian Privacy Principles](#) (APPs) established under the Commonwealth *Privacy Act 1988*.

As a Commonwealth Company, AITSL is exempt from the requirements of the [General Data Protection Regulation](#).

Personal Information supplied to AITSL will only be used for the purposes for which it was collected.

Personal information

AITSL collects a variety of personally identifying information (“Personal Information”) for the purposes of providing the Services to its users. Such Personal Information may include: your name, address, email address, telephone number, school, position, seniority. Depending on the application, other information collected includes your qualifications, and details of your participation in, and self-assessment against, the Australian Professional Standards for Teacher and the 360° Reflection Tool.

Collection of personal information

AITSL collects Personal Information in a number of ways and for a variety of purposes connected to its educational functions. The purpose for which your Personal Information is collected will be advised to you by AITSL in the course of, and prior to, collection of such information or as otherwise identified in this Privacy Policy.

By way of example, users of specific AITSL Services will be advised (in the terms of use applicable to such Services), of the type of Personal Information to be collected in the course of the user utilising such a service, and how such information is collected.

That information may be provided to AITSL directly by you (i.e. in providing us with specific information) or AITSL may collect information indirectly as a result of your use of AITSL Services by (for example) recording your email address or telephone number.

When you visit AITSL's websites, AITSL may collect your Personal Information during the course of you registering or subscribing to one or more of the Services available through AITSL websites.

Cookies

AITSL uses cookies (which are produced by AITSL's web server and exchanged with your browser during the time you access our website). The use of cookies enables AITSL to maintain contact with a user throughout a website session and also enables AITSL to recognise users when they return to an AITSL website. This may assist in reducing the amount of information you need to re-input each time you use the Services provided online by AITSL.

If you do not wish to have cookies generated by AITSL's web server exchanged with your browser, (and you have not already done so), you may opt out of allowing such cookies by altering the settings in your browser. If you have any difficulty with doing this, go to the help section in your browser.

If you disallow cookies, some parts of the AITSL websites may not function fully when you use that website.

How AITSL uses or discloses personal information

AITSL will not disclose any Personal Information obtained, other than for the purpose for which it was collected, without your written consent.

Where AITSL engages third party contractors to perform services on its behalf, the third-party contractor will be subject to restrictions on the use of your Personal Information similarly to the restrictions imposed on AITSL.

AITSL will not disclose your Personal Information to third parties for any other purpose without your prior consent.

In the event AITSL is merged with another Commonwealth Company (or similar entity), or its functions are incorporated into another entity (including a government department or government related organisation), AITSL may share your Personal Information with that other entity, subject to your Personal Information continuing to be used and held on terms consistent with the APPs and the *Privacy Act 1988*.

AITSL also gathers information and statistics in relation to visitors and users of its sites and services in aggregated (de-identified) form to assist in improving its online services.

Accessing your personal information and keeping your personal information up to date

You are entitled to request AITSL to provide you with details of your Personal Information held by AITSL.

Such requests should be made in writing and be addressed as follows:

Attention: AITSL's Data Privacy Officer
privacy.officer@aitsl.edu.au

AITSL will provide you with those details but may require you to provide appropriate proof of ID before disclosing such information to you. AITSL may deny such requests if they are unreasonably repetitive, compromise the privacy or confidentiality of others, or would be impractical or overly onerous on AITSL.

If you believe that AITSL holds Personal Information about you that is out of date or inaccurate and requires updating or correction, you may notify AITSL of such update or error.

AITSL will consider your request to update or correct and where we consider the request to be reasonable, we will update or correct your Personal Information.

Please note that where such information is stored for archival or back up purposes it may not be practical for AITSL to correct or update such information.

We do not warrant that your Personal Information will be kept up to date or that such information will be kept at all. Your Personal Information may be deleted by us.

Complaints

You may file a complaint in relation to the way in which AITSL has dealt with your Personal Information where you consider AITSL has breached any applicable APPs.

Complaints should be provided in writing with full details of the complaint and full contact details to:

Attention: AITSL's Data Privacy Officer
privacy.officer@aitsl.edu.au

AITSL will respond to your complaint in writing within 14 days. AITSL may request further details relating to your complaint.

Secure Storage of personal information

AITSL stores Personal Information collected by it or on its behalf on its computer system or on a secure third-party computer system within Australia, and the information is handled in accordance with the APPs. Access to the database containing such Personal Information by AITSL -authorised employees and authorised contractors is subject to obligations relating to security and password protection. We restrict access to your Personal Information to those of our employees or contractors who need to know such information for the purposes of conducting the Services or securely disposing of it and who are subject to confidentiality obligations. AITSL destroys Personal Information in a secure manner when it is no longer required to be stored on our records (including any Personal Information provided for verification of identity, etc), in accordance with the *Archives Act 1983* (Cth) and the National Archives of Australia.

Transfer of information to foreign countries

AITSL processes and stores your Personal Information in Australia. Some AITSL web applications use third party providers whose servers and databases may be located overseas. The terms and conditions of the third parties form part of the AITSL website terms and conditions, a copy of which

is available to you prior to registering to use the Services. AITSL requires its third party providers to treat your Personal Information in a manner consistent with the APPs and the *Privacy Act*.

Withdrawing your consent

You can withdraw your consent to our collection or processing of your Personal Data at any time in writing. You can do so by contacting AITSL at privacy.officer@aitsl.edu.au or by opting out of email newsletter communications by following the instructions in those emails or by clicking UNSUBSCRIBE. If you withdraw your consent to the use of your Personal Information, you may not have access to AITSL Services and AITSL might not be able to provide you with AITSL Services. In some circumstances, where AITSL has a legal basis to do so, AITSL may continue to process your information after you have withdrawn consent. For example, if it is necessary to comply with an independent legal obligation or if it is necessary to do so to protect AITSL's legitimate interest in keeping AITSL Services secure, AITSL will keep you informed of this process where necessary.

Legislative context

- *Privacy Act 1988* (Cth)
- *Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)*

Policy access and review

This policy will be published on the AITSL intranet and AITSL website.

This policy will have a two-year review cycle.

Version	Author	Date approved by CEO	Reason for update	Date of next review
Version 1	Corporate Services	21 January 2014	New Policy	
Version 2	Details unknown			
Version 3	Corporate Services	12 November 2018	GDPR update and template refresh	
Version 4	Legal and Governance	December 2020	Review and refresh	December 2022
Version 5	Legal and Governance	December 2022	2-year review cycle	December 2024