

# 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.

### Policy statement

AITSL is committed to protecting personal information about its employees and meeting its privacy obligations through compliance with the [Australian Privacy Principles](#) (APPs) established under the Commonwealth *Privacy Act 1988* and the requirements of the [General Data Protection Regulation](#) (GDPR).

Personal Information supplied to the Australian Institute for Teaching and School Leadership (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) in order to provide services to its users. Such Personal Information may include: your name, address, email address, telephone number, school, position, seniority, qualifications and details of your participation in, and self-assessment against, particular Teacher Standards and the 360° 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 particular 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 us directly by you (i.e. in providing us with specific information) or we may collect information indirectly as a result of your use of our services by (for example) recording your email address or telephone number.

When you visit our website, we may collect your Personal Information during the course of you registering or subscribing to one or more of the services available through our website.

AITSL uses cookies (which are produced by our 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 the AITSL website. This may assist in reducing the amount of information you need to re-input each time you use the website or 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 website may not function fully when you use that website.

## How AITSL uses or discloses personal information

AITSL will use and disclose Personal Information for the primary purpose for which it was collected. 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 similar or identical to the restrictions imposed on AITSL.

AITSL will not disclose your Personal Information to third parties for the purpose of allowing them to market their products and services.

If AITSL is merged with, or its functions subsumed, by 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 Australian Privacy Principles 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 to AITSL's Deputy CEO, Mr Edmund Misson (C/- [Edmund.dce@aitsl.edu.au](mailto:Edmund.dce@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, however 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 Australia Privacy Principles.

Complaints should be provided in writing with full details of the complaint and full contact details to AITSL's Deputy CEO, Mr Edmund Misson (C/- [Edmund.dce@aitsl.edu.au](mailto:Edmund.dce@aitsl.edu.au)).

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

## Security 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. Access to the database containing such Personal Information by AITSL authorised employees and authorised contractors is subject to obligations security and password protection. We restrict access to your Personal Information to those of our employees or contractors who need to know such information and who are subject to confidentiality obligations.

## Transfer of information to foreign countries

AITSL processes and stores your Personal Information in Australia and overseas. It uses service providers whose servers and databases may be located overseas. As such, your Personal Information may be stored in overseas databases. AITSL requires its service providers (including those with overseas databases) to treat your Personal Information in a manner consistent with the Australian Privacy Principles and the *Privacy Act 1988* and these are contractual stipulations in its arrangements with those service providers.

## AITSL's responsibilities under the General Data Protection Regulation

If you are a resident of the EU or UK you have certain rights and protections under the GDPR regarding the processing of your Personal Data.

AITSL may collect, use and store your Personal Data to enable us to provide you with our goods or

services and information about them. AITSL relies on the following lawful means of processing your Personal Data:

- Where it is necessary to fulfil a contract with you. This includes where we collect your Personal Data to enable us to send you our goods or provide you with our services.
- Where you have given us valid consent to use your Personal Data. We will rely on that consent and only use the Personal Data for the specific purpose for which you have given consent. This includes where we email newsletters or other notifications.
- We may also process your Personal Data where it is to further our legitimate interests which could include usage statistics, analytics and internal analysis so we can improve our services to you.

## Your rights as a Resident of the European Union or United Kingdom

If you are a resident of the EU or UK you have various rights including the:

- Right to be informed
- Right of access
- Right to rectification
- Right to object
- Right to restriction of processing
- Right to erasure or to be forgotten
- Right to data portability, and
- Right not to be subject to automated processing.

If you want to access your Personal Data or ask for the information to be corrected, please contact us via our Deputy Chief Executive Officer, Mr Edmund Mission ([Edmund.dce@aitsl.edu.au](mailto:Edmund.dce@aitsl.edu.au)). In some circumstances, you also have a right to object to or ask that we restrict certain processing activities or delete your Personal Data. If you would like to limit or request deletion of your Personal Data or exercise any other rights you can do so by contacting us via our Deputy Chief Executive Officer, Mr Edmund Misson ([Edmund.dce@aitsl.edu.au](mailto:Edmund.dce@aitsl.edu.au)).

## Withdrawing your consent

You can withdraw your consent to our collection or processing of your Personal Data. You can do so by contacting us or by opting out of email newsletter communications by following the instructions in those emails, by clicking UNSUBSCRIBE. If you withdraw your consent to the use of your Personal Data, you may not have access to our services and we might not be able to provide you with our services. In some circumstances, where we have a legal basis to do so, we 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 our legitimate interest in keeping our services secure.

## Our compliance

AITSL complies with the GDPR protection directives set out by the EU and UK regarding the collection, use and retention of Personal Data from EU member countries and the UK. All Personal Data stored on our platform is treated as confidential. It is stored securely and is only accessed by authorised personnel. Where data is collected, it is limited in relation to what is necessary, for the purpose for which the Personal Data is processed, and kept only for so long as is necessary for the purpose for which the Personal Data was collected. We implement and maintain appropriate technical, security and organisational measures to protect Personal Data against unauthorised or unlawful processing or use, and against accidental loss, destruction, damage, theft or disclosure.

## Your acknowledgement

By providing us with your Personal Data, you consent to us disclosing it to third parties who reside outside the EU or UK. We will ensure that those third parties are GDPR compliant.

## 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 communicated to staff via email and posted on the AITSL intranet, and AITSL website.

This policy will have a two year review cycle.

Version	Author	Date approved	Reason for update	Date of next review
Version 1	Corporate Services	21 January 2014	New Policy	
Version 3	Corporate Services	12 November 2018	GDPR update and template refresh	
Version 4				12 November 2020