

AITSL Privacy 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

Personal Information collected by AITSL will be treated strictly in accordance with applicable [Australian Privacy Principles](#) (APPs) and AITSL will comply with its obligations under the *Privacy Act 1988* (Cth) in relation to such information.

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.

At a glance

- Information Collection
- Gaining access to information AITSL holds
- Keeping Personal Information up-to-date
- Security of Personal Information
- Transfer of information to foreign countries

Policy

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 identified 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 Business Manager.

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 Business Manager.

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.

Legislative context

Privacy Act 1988 (Cth)

Related documents

- [Australian Privacy Principles](#)

Version	Author	Date	Comment
Version 1	Corporate Services	21 January 2014	New Policy

Approval		
Margery Evans Chief Executive Officer	Approved 	Date: 9.4.14

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