

Section 9: Administration

Policy 9.6 Privacy Policy

POLICY STATEMENT

As part of EdConnect's ongoing operations, we collect, use, and disclose certain personal information related to staff, volunteers, students, and other individuals who engage or interact with our organisation. Obtaining this information is essential to our normal operations. We are committed to protecting the privacy of these individuals and of the data we collect. This policy outlines the type of data we collect, how we may use it, when it may be disclosed, how it is stored, and how it is protected.

1. Purpose

EdConnect's Privacy Policy addresses the principles related to how EdConnect manages the collection, use and storage of Personal Information.

2. Delegation

The Chief Executive Officer is the delegated authority responsible for administering this policy.

3. Definitions

Australian Privacy Principles

- This policy is built around the thirteen Australian Privacy Principles (APPs) as detailed in the Privacy Act of 1988. The APPs can be found online from the Office of the Australian Information Commissioner (www.aaic.gov.au).
- This policy defines Personal Information as any information that identifies an individual person or group of people.
- This policy defines sensitive information as information that may include, health information, racial or ethnic origin and criminal record details.

4. Principles

Some examples of Personal Information EdConnect may collect, and store include:

- Name;
- Date of birth;
- Address;
- Email address;
- Phone number;
- Training and certification;
- Clearance information (e.g., police checks, Working with Children checks);
- Complaint information;
- Survey responses;
- Financial records.

Student specific Personal Information:

- Name
- Gender
- Year level



- School
- Responses to survey questions completed by either school staff member, volunteer or student

EdConnect may also collect personal information related to volunteers or staff members, which is considered sensitive. This may include, health information, racial or ethnic origin and criminal record details.

How Information Is Used

EdConnect will collect this information for the primary purpose of screening and placing volunteers in schools, and evaluating the impact of our programs on schools, students, and volunteers. We may also use this information for secondary purposes that are closely related to our primary organisational purpose in circumstances where it would reasonably expect it to be used, such as providing individuals with information about our organisational activities.

Disclosure – Internal

Access to an individual's Personal Information is restricted to EdConnect personnel who require this information to perform their usual duties. We may grant access to any EdConnect personnel as required for normal organisational operations.

Disclosure – Third Parties

Personal Information may be disclosed to certain third parties where required for our normal operations. Personal Information may be disclosed to schools and Government Departments in the jurisdictions that we operate on, such as the Western Australian Department of Education.

Survey response data will be aggregated and disclosed publicly without identifying individuals. Personal Information may also be disclosed to third parties when required for closely related secondary purposes including grant applications, financial audits and insurance purposes. Personal information will not be provided to third parties for sales or marketing purposes.

Security

We take reasonable steps to secure Personal Information, and to protect it from loss and unauthorised access, disclosure or modification. These steps include:

- Storage of data in a central, encrypted repository;
- Restriction of data access to essential personnel;
- Endpoint protection to secure any terminals accessing data;
- Multi-factor authentication for all personnel accessing data.



- Some information may be held in hard copy until it is entered onto our digital systems or is no longer required. Reasonable steps will be taken to store this information securely.

If Personal Information is no longer required for our purposes, we will take all reasonable actions to delete, de-identify or securely dispose of this information. EdConnect may keep certain information on our systems indefinitely where required for operational reasons.

Data Sovereignty

Where possible, all Personal Information stored by EdConnect is stored within Australia. Some data, particularly that which is stored by third party cloud providers, is not within our control and may be exported to other jurisdictions.

Requesting Access

If an individual wishes to access their Personal Information collected by EdConnect and to update or correct it, they may do so in writing by contacting the CEO at edconnect@edconnect.org.au. In certain circumstances we may restrict access to this information, such as where safety or the privacy of others is impacted.

To protect an individual's privacy, we may require identification before the information is released.

Records Management

It is essential to our operations that certain Personal Information (e.g., WWCC) we record is up to date. We will take appropriate actions to update information that is essential to operations or when advised by the individual concerned.

Policy Updates

Our privacy policy may change from time to time and will be published on our website.

Enquiries

Enquiries regarding this policy can be made by contacting: edconnect@edconnect.org.au

5. Related Policies

Organisation	Policy Number	Policy Name
Volunteering Australia	2 nd Edition	National Standards for Involving Volunteers in Non-Profit Organisations
EdConnect		Volunteer Handbook

EdConnect	9.4	Copyright & Intellectual Property
EdConnect	9.5	Data Management

6. Legislative Base

Act	Jurisdiction
Privacy Act 1988	Australia
Freedom of Information Act 1982	Australia

7. Monitoring & Review of Policy

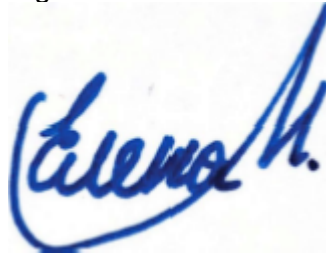
Version 1
 Date Created: August 2022
 Date for next Review: August 2027

Reviewed/Endorsed by the Board of Directors

Meeting Date: 18/8/2022

Name: Elena Mogilevski

Signed



Chair