

Privacy Policy

Educational Leaders Association (ELA) represents Early Childhood Professionals engaged in, or in connection with, Educational Leadership in an approved service in Australia. ELA collects personal information in order to conduct its business of advocating for, and representing, the interest of its members. ELA operates in the political, legal, industrial and social spheres.

ELA is committed to protecting the privacy of its members. ELA complies with the *Privacy Act 1988* (Cth) (**Privacy Act**) and the Australian Privacy Principles (**APPs**). This Privacy Policy (**Policy**) should be read in conjunction with the Privacy Act and the APPs.

Application of the Policy

This Policy applies to personal information ELA collects from members via a range of communication activities including:

- our websites;
- social media;
- telephone;
- email;
- fax;
- in person; and/or
- in writing.

This Policy also applies to personal information ELA collects from any other third party, about members.

ELA website

ELA's website collects two types of information. The first type is anonymous information. The web server makes a record of visits and logs the following information for various statistical purposes. No attempt will be made to identify users or their browsing activities except, in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect the Internet service provider's logs.

Another way information may be collected is through the use of "cookies" (a small text file that the website may place on a user's computer). Information collected via cookies is to enable ELA to serve the interests of members.

Information ELA may collect

From time to time members may voluntarily supply personal information to ELA. ELA only collects personal information that is necessary for it to perform its functions and/or activities.

Some personal information is considered sensitive information and includes:

- opinions on a range of industrial and political matters;
- ELA membership;

- banking and credit card details (encrypted); or
- identity as Aboriginal or Torres Strait Islander.

The Privacy Act allows ELA to collect sensitive information which relates solely to ELA members or people who have regular contact with ELA if the sensitive information relates to ELA's activities. ELA will only collect sensitive information where consent has been provided for personal information to be collected, used, disclosed and stored by ELA in accordance with this Policy. Personal information provided to ELA in relation to a job application will only be collected, held, used and disclosed for the purposes of considering potential employment with ELA.

Members may choose to interact with ELA anonymously or by using a pseudonym where it is lawful and practicable.

Unsolicited personal information about or relating to members that could have been collected in the same manner as if ELA had solicited the information itself, will be treated in the same way as solicited personal information and in accordance with the APPs. If it is determined that such information could not have been collected in the same manner as solicited personal information, and that information is not contained in a Commonwealth record, ELA will, if it is lawful and reasonable to do so, destroy the information or de-identify the information.

The purposes for which personal information is collected, held, used and disclosed

ELA collects, holds, uses and discloses personal information to enable it to carry on its functions and purposes of advocating for, and representing, the interest of its members.

Using information for ELA communications

Members who no longer wish to receive direct marketing or other communications may request cancellation of their consent to such communications.

Disclosure of personal information

ELA may disclose personal information to other organisations, in connection with or to further its objects and purposes, provided that reasonable steps are taken to ensure that each organisation to which the personal information is disclosed is committed to protecting privacy and complies with the Australian Privacy Principles, or is subject to a law or scheme that is at least substantially similar to the way in which the Australian Privacy Principles protect information. By providing personal information to ELA, members consent to Educational Leaders Association transferring personal information to such other organisations.

How ELA holds personal information

Wherever reasonably practicable ELA holds electronic personal information on data servers that are owned and controlled by the ELA in Australia. However, by providing personal information to ELA members consent to information being stored and processed on a data server or data servers (e.g. cloud services) owned by a third party or third parties that are located inside and or outside Australia. ELA will take reasonable steps to ensure that any third party providers comply with the APPs. Wherever reasonably practicable ELA holds physical personal information in access controlled premises.

Government Identifiers

ELA will not adopt as its own identifier a government related identifier of an individual, such as a tax file number or Medicare card number and will only use or disclose a government related identifier where the use or disclosure:

- is reasonably necessary for ELA to verify your identity for the purposes of its activities or functions;
- is reasonably necessary for ELA to fulfill its obligations to an agency or a State or Territory authority;
- is required or authorised by or under an Australian law; or
- is reasonably necessary for one or more enforcement related activities conducted by, or on behalf of, an enforcement body.

Seeking access and/or correction to personal information held by ELA

Members have the right to request access to their personal information and request that it be updated or corrected. ELA requires that members provide proof of identity in order to seek access to their personal information. ELA may refuse to provide access if permitted to do so by law or under the APPs.

How ELA will deal with complaints

ELA will seek to deal with privacy complaints as follows:

- complaints will be treated seriously;
- complaints will be dealt with promptly;
- complaints will be dealt with confidentially;
- complaints will be investigated by the CHAIRPERSON;

The outcome of an investigation will be provided to the complainant where the complainant has provided proof of identity; and ELA will seek to respond within 30 days of receipt of a valid complaint.