



Privacy Policy

Policy purpose	1
What is Personal Information and why do we collect it?	2
Photographs and videos	3
Third parties	3
Disclosure of Personal Information	3
Security of Personal Information	3
Access to your Personal Information	4
Maintaining the quality of your Personal Information	4
Policy updates	4
Privacy policy complaints and enquiries	4
Policy review	5

Policy purpose

This policy outlines UJEB's ongoing obligations to you in respect of how it manages the Personal Information that it collects from you. UJEB respects and protects the right to privacy of its students and parents/guardians/carers.

We have adopted the Australian Privacy Principles (**APPs**) contained in the *Privacy Act 1988* (Cth) (**Privacy Act**). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the APPs may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include names, addresses, email addresses, phone numbers, bank details, dates of birth and health records.

This Personal Information is obtained in many ways including correspondence, by telephone, by email, via our website www.ujeb.org.au, from your website, from media and publications, from other publicly available sources, from cookies and from third parties. We do not guarantee website links or policies of authorised third parties.

We collect your Personal Information for the primary purpose of providing our information to you, providing to services our students, and marketing.

Students' personal information is used to:

- Assess and provide the services that are required
- Administer and manage those services
- Evaluate and improve the services that we offer
- Contact family, carers, or other third parties as and if required
- Meet obligations under any contracts with funding bodies
- Analyse our services and students needs with a view to developing new and/or improved services

We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing (contact details below).

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

At times UJEB, may collect information that may be considered sensitive, such as, but not limited to, information related to finances and health records. Sensitive information will only be collected when it is required to support student services and/or programs. UJEB will take all reasonable and practical measures to collect any sensitive information in a way that is not intrusive.

Photographs and videos

Photographs and videos are classified as Personal Information under the Privacy Act.

During the enrolment process, parents/guardians/carers are asked to complete a consent form regarding the use of photos, videos and social media that may involve the student being enrolled.

Third parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances, we may be provided with information by third parties. In such a case, we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files that we will keep for a minimum of 7 years.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing (contact details below).

Any requests for access to personal information must state what information is to be accessed and how you wish to access the information, and should be forwarded to the Executive Principal in writing (contact details below).

UJEB will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information, we may require identification from you before releasing the requested information.

Maintaining the quality of your Personal Information

It is important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Policy updates

This policy may change from time to time and is available on our website.

Privacy policy complaints and enquiries

If you have any questions or concerns about privacy, you should discuss these with the UJEB educator with whom you have the most regular contact.

If your concerns cannot be resolved and you wish to formalise your complaint about how your Personal Information is managed, you can write to or email the Executive Principal (contact details below).

If you have any other queries or complaints about our Privacy Policy please contact us at:

Phone: 03 9523 6844

Email: ujeb@ujeb.org.au

Post: 306 Hawthorn Rd, Caulfield VIC 3162

Policy review

UJEB's board will review this policy every two years or as required to update relevant changes.

Date adopted by UJEB Board

28 January 2020

Next review date

28 January 2022