

The Association of Graduates in Early Childhood Studies would like to acknowledge both the Bunurong/Boon Wurrung, and Wurundjeri people as the Traditional Custodians of the Lands on which we are located in Melbourne. We pay our respects to their Elders past, present and emerging. We also acknowledge the Aboriginal language groups across all of Victoria, whose lands we provide funding for specific projects around Early Childhood Education. We acknowledge their history, their people, and their stories. As an Association we will work together for reconciliation, a process that starts with the acknowledgement of true Aboriginal and Torres Strait Islander histories and cultures of Australia and will always value the contribution to our community and culture, the experiences of Aboriginal and Torres Strait Islander peoples, their families, communities and their stories.

Privacy Policy and Procedure

Introduction

AGECS cares about privacy and is committed to protecting the privacy of personal information it collects, holds and administers.

The AGECS Council aims to ensure that Council members and contractors are aware of their obligation to comply with this policy to ensure they behave ethically as representatives of AGECS.

Purpose

The purpose of this policy is to set out the type of information that we collect, the purposes for which we use personal information and how it should be treated.

Scope

This policy and procedure applies to the Council members and contractors of AGECS.

Policy

Personal information is information which directly or indirectly identifies a person. AGECS collects personal information for membership eligibility purposes and to communicate and deliver services provided to members and the ECEC community. AGECS respects the privacy of the personal information provided.

Personal information held by AGECS is principally provided directly by members of AGECS and users of AGECS professional learning services. AGECS does not sell, rent, share or trade personal data to or from third parties.

AGECS recognises the essential right of individuals to have their information administered in ways which they would reasonably expect. These privacy values are reflected in and supported by our themes and values and also reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

AGECS is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

AGECS will:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person’s consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

AGECS **holds** personal information to maintain membership records, and to communicate and deliver services provided to members and the ECEC community.

AGECS **uses** personal information primarily to:

- Communicate with members
- Communicate with members of the ECEC community about professional learning and grant opportunities
- Analyse our effectiveness, including through surveys

For questions about this policy please contact the President.

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| Version | 1 | Approved by Council on | 29/07/2024 |
| Responsible person | The President | Scheduled review date | 3 years |

Procedure

Responsibilities

AGECS Council is responsible for developing, adopting and reviewing this policy.

AGECS Program Manager is responsible for the implementation of this policy, for monitoring changes in privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

Processes

How is personal information sourced?

Personal information will be collected by AGECS through the website or otherwise through our dealings with members and members of the ECEC community. AGECS will only collect personally identifiable information that is provided voluntarily, for example via: an enquiry, registration on the website, subscription to AGECS newsletters, completion of a survey, grant application or other form with personal information included, or if AGECS receives a request to provide information or services. AGECS will collect personal information only by lawful and fair means and not in an unreasonably intrusive way.

If you are a member, you will be required to provide us with your personal information to allow us to comply with our obligations to you.

We may collect certain information from visitors who access our website, including dates and time of access, IP addresses, browser type, operating system and domain names.

We also may collect information via analytics software that can track use of the website. This analytic information can include navigation through the website, number of visits, duration of the visit and the areas of the website commonly used. This analytic information does not identify or disclose any personal information about the visitor and is utilised to improve performance of the website.

Consent

By providing your personal information you are deemed to have consented to the collection, use, disclosure and storage of that information as outlined in this privacy policy.

What personal information is held?

Personal information held by AGECS may include:

- Contact information (such as first name, surname, email address, postal address, phone number)
- Information to determine membership eligibility (educational qualification and employment information).

If the personal information you provide to us is inaccurate, or if you choose not to provide us with certain personal information, we may not be able to contact you, give you access to information you have requested or otherwise provide you with the outcome you require from us.

Use and disclosure

Openness

AGECS will:

- Ensure stakeholders are aware of AGECS Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.
- On request by a person, AGECS must take reasonable steps to let the person know, generally, what sort of personal information it holds, for what purposes, and how it collects, holds, uses and discloses that information.

Use

In agreeing to provide us with personal information, you consent for us to collect, use, disclose and store your personal information for the following purposes, which are related to the purpose for which you provided the information:

- to conduct our organisational objectives;
- to provide information or market our services that may be of interest to you;
- to communicate with you and manage our relationship with you;
- to facilitate our internal business operations, such as for internal marketing analysis;
- to comply with our legal obligations; and
- to help us manage and enhance our services.

Opt out

Where personal data is used to communicate by post, email or phone, AGECS will maintain awareness of the opportunity to opt-out of receiving such communications. Contact with a prospective supporter will include information on how to opt out. If a person does not opt-out, AGECS will assume their implied consent to receiving further communications.

Access to personal information

- AGECS will ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.
- AGECS does not disclose personal information to other organisations or other individuals.
- AGECS does not charge for access to personal information.
- Any request for access, or to seek to correct information can be made to AGECS via phone (0492 956 829), post (AGECS PO Box 12163, A Beckett Street, Melbourne, 8006) or email (info@agecs.org.au).
- All requests are subject to any applicable legal restraints.

Right to be forgotten

- In consenting to this privacy notice, you are acknowledging that we have a professional obligation to retain your personal information whilst you remain a member.
- However, you may request that we refrain from contacting you using the personal information, and will not pass your personal information to any party, unless legally required during this period.
- Requests can be made using the contact information provided in the Privacy Policy.

Storage and data security

We hold your personal information in electronic form. We have measures in place to ensure that any personal information we hold is secure and protected from misuse, loss, fraudulent activity and unauthorised disclosure.

AGECS is committed to maintaining high standards of care in relation to retained data, including use of logins, passwords and two factor authentication installed on all relevant software programs and password protection for access to the membership spreadsheet.

AGECS is not responsible for the cyber security of our suppliers and providers. However AGECS requires third-party service providers (for example, printers) engaged by AGECS to also look after personal data with the upmost care, notifying them that they are bound by the Privacy Act 1988. In the case of any breach that may affect your information we undertake to inform you as soon as we become aware of it.

AGECS website

Our website address is: <https://agecs.org.au>

Use of cookies

We use cookies to enhance the online experience for our customers. However, our website is developed to provide you with a choice as to which cookies are collected.

Most commercial websites, including AGECS website, use cookies. Cookies are pieces of information that websites send to the browser and are stored in the computer hard drive. Cookies are designed to make using the website easier by storing information about your preferences on the website. This is our legitimate reason for using the same. Cookies will not identify you personally.

If you would prefer not to receive cookies, you can alter your security settings on your web browser to disable cookies or to warn you when cookies are being used. However, by disabling the 'cookie' function in your web browser you may impede your ability to use parts of the website.

In the event you do provide your consent, your personal information, as collected by the cookies described above may be shared with third parties, including Facebook and Google.

On occasion, third parties may send you cookies that are beyond our control. These include social media related cookies such as Facebook, and Vimeo, which allow users of our website to share content on those social media platforms. We would encourage you to consider the privacy policies of these social media platforms.

How are privacy complaints handled?

Complaints or concerns any person may have about AGECS's protection of their privacy, will be managed according to AGECS's Complaint Handling Policy

AGECS does not charge for any complaint lodgement.

If a complainant is not satisfied with AGECS's response, the complainant may refer the matter to the Australian Privacy Commissioner and AGECS will co-operate fully with any resulting process.

Australian Information Commissioner

The Australian Information Commissioner receives complaints under the Act. Complaints can be made:

Online: <https://www.oaic.gov.au/privacy/privacy-complaints/>

By phone: 1300 363 992

In writing:

Address your letter to the Australian Information Commissioner at the:

Office of the Australian Information Commissioner

GPO Box 5218

Sydney NSW 2001

OR

Office of the Australian Information Commissioner

GPO Box 2999

Canberra ACT 2601 NSW 2001

Australian Privacy Principles

<https://www.oaic.gov.au/privacy/australian-privacy-principles>

| Principle | Title | Purpose |
|------------------------|---|--|
| APP 1 | Open and transparent management of personal information | Ensures that APP entities manage personal information in an open and transparent way. This includes having a clearly expressed and up to date APP privacy policy. |
| APP 2 | Anonymity and pseudonymity | Requires APP entities to give individuals the option of not identifying themselves, or of using a pseudonym. Limited exceptions apply. |
| APP 3 | Collection of solicited personal information | Outlines when an APP entity can collect personal information that is solicited. It applies higher standards to the collection of sensitive information. |
| APP 4 | Dealing with unsolicited personal information | Outlines how APP entities must deal with unsolicited personal information. |
| APP 5 | Notification of the collection of personal information | Outlines when and in what circumstances an APP entity that collects personal information must tell an individual about certain matters. |
| APP 6 | Use or disclosure of personal information | Outlines the circumstances in which an APP entity may use or disclose personal information that it holds. |
| APP 7 | Direct marketing | An organisation may only use or disclose personal information for direct marketing purposes if certain conditions are met. |
| APP 8 | Cross-border disclosure of personal information | Outlines the steps an APP entity must take to protect personal information before it is disclosed overseas. |
| APP 9 | Adoption, use or disclosure of government related identifiers | Outlines the limited circumstances when an organisation may adopt a government related identifier of an individual as its own identifier, or use or disclose a government related identifier of an individual. |
| APP 10 | Quality of personal information | An APP entity must take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. An entity must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure. |
| APP 11 | Security of personal information | An APP entity must take reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. An entity has obligations to destroy or de-identify personal information in certain circumstances. |
| APP 12 | Access to personal information | Outlines an APP entity's obligations when an individual requests to be given access to personal information held about them by the entity. This includes a requirement to provide access unless a specific exception applies. |
| APP 13 | Correction of personal information | Outlines an APP entity's obligations in relation to correcting the personal information it holds about individuals. |