

AISWA Privacy Collection Notice

This notice explains how AISWA handles your personal information.

AISWA supports schools and educational organisations in the independent sector ('**AISWA schools**'). It may therefore handle information in the course of providing its services.

In this Notice, 'AISWA' includes AISWA schools, unless stated otherwise.

How and Why does AISWA Collect Personal Information?

1. AISWA collects personal information about you before and during the course of your engagement with AISWA. This may be in writing, through technology systems or in the course of conversations. AISWA collects personal information from AISWA schools in the course of providing services to them. The types of personal information AISWA collects include sensitive information, which includes health information.
2. The primary purpose of collecting personal information is to enable AISWA to provide services to AISWA schools including the discharge of AISWA schools' duty of care, and for AISWA to perform necessary associated AISWA employment and administrative activities.
3. AISWA supports AISWA schools to comply with their legal obligations which require certain information to be collected and disclosed. These include the *School Education Act 1999 (WA)*, and public health and child protection laws, as well as schools' duty of care to students and staff.
4. AISWA's ability to provide timely and accurate services allowing an AISWA school to support staff and students may be delayed or prevented if AISWA cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
5. If you provide AISWA with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to AISWA and why.

To Whom Does AISWA Disclose Information

6. AISWA may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
 - schools and teachers at those schools, including a new school to which a student transfers;
 - government departments (including for policy and funding purposes);
 - the governing body or owner of a school;
 - medical practitioners;
 - people providing educational, support and health services to AISWA, including specialist advisors, presenters, volunteers, and counsellors;
 - organisations that assist us with marketing and event planning;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (**ACARA**), School Curriculum and Standards Authority (**SCSA**), and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - the third party providers of our information management and storage systems for the purpose of the providers providing services to AISWA in connection with the systems;
 - people providing other information technology services to AISWA;
 - people providing administrative and financial services to AISWA;
 - anyone you authorise AISWA to disclose information to; and
 - anyone to whom AISWA is required or authorised to disclose the information to by law, including child protection laws.

7. Student personal information may be disclosed to their parents or guardians.
8. AISWA activities and news (including staff achievements) are frequently published in AISWA's journals, newsletters and magazines, on our intranet or otherwise shared with AISWA community (current, future and past AISWA staff). This may include personal information (including photographs and videos) of participants in AISWA activities such as professional development and networking events, and presentations. AISWA will obtain permissions to include photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.
9. AISWA uses centralised information management and storage systems (**Systems**). These Systems are provided by third party service providers. Personal information is stored with and accessible by the third party service providers for the purpose of providing services to AISWA in connection with the Systems for administering AIWA services to schools and its internal operations.

Overseas Storage and/or Disclosure

10. AISWA may use online or 'cloud' service providers to store personal information and to provide services to AISWA that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about AISWA's use of online or 'cloud' service providers is contained in AISWA's Privacy Policy.

Your Rights and How to Complain

11. AISWA's Privacy Policy, accessible on AISWA's website, sets out how you can:
 - seek access to and correction of your personal information which AISWA holds;
 - make a privacy complaint and how we will handle the complaint.