



## Privacy Policy

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ESL Educators respects your privacy. Protecting your personal information is important to us.

At ESLE we only collect information which is necessary to administer your membership. Information we collect is used to ensure that your status as a financial member is recorded, to send regular mail outs, and to keep you up to date with the various activities provided by ESLE, the national Council and our affiliated associations, including seminars, workshops and conferences.

The membership details are strictly confidential. We do not make them available to any outside organisation or allow any person except the database manager and members of the committee to consult them. Membership forms are destroyed after seven years in accordance with the requirements of the Australia Taxation Office. As a member of ESLE you may ask to see the information held about you.

If you believe that your information is incorrect, please contact ESLE with the up-to-date information. If you wish to lodge a complaint about the handling, use or disclosure of personal information by ESLE, write to ESL Educators, 163 Greenhill Road, Parkside SA 5063. If you are not satisfied with the handling of your complaint, you can contact the Federal Privacy Commission's website at <http://www.privacy.gov.au> or ring their hotline service on 1300 363 992.

If you require further information on the personal details that ESLE holds and how it is managed, please write to ESLE.

If you would like more information about the Privacy Act, you can contact the Federal Privacy Commissioner (details above).



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### NATIONAL PRIVACY PRINCIPLES

Office of the Federal Privacy Commissioner (<http://www.privacy.gov.au>)

**Summary only: not the full version of the NPPs**

#### **NPP 1 - Collection**

Collection of personal information must be fair, lawful and not intrusive. A person must be told the organisation's name, the purpose of collection, that the person can get access to their personal information and what happens if the person does not give the information.

#### **NPP 2 - Use & Disclosure**

An organisation should only use or disclose information for the purpose it was collected unless the person has consented, or the secondary purpose is related to the primary purpose and a person would reasonably expect such use or disclosure, or the use is for direct marketing in specified circumstances, or in circumstances related to public interest such as law enforcement and public or individual health and safety.

#### **NPP 3 - Data Quality**

An organisation must take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to date.

#### **NPP 4 - Data Security**

An organisation must take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access modification or disclosure.

#### **NPP 5 - Openness**

An organisation must have a policy document outlining its information handling practices and make this available to anyone who asks.

#### **NPP 6 - Access & Correction**

Generally speaking, an organisation must give an individual access to personal information it holds about that individual on request.

#### **NPP 7 - Identifiers**

Generally speaking an organisation must not adopt, use or disclose, an identifier that has been assigned by a Commonwealth government 'agency'.

#### **NPP 8 - Anonymity**

Organisations must give people the option to interact anonymously whenever it is lawful and practicable to do.

#### **NPP 9 - Transborder Data Flows**

An organisation can only transfer personal information to a recipient in a foreign country in circumstances where the information will have appropriate protection.

#### **NPP 10 - Sensitive Information**

An organisation must not collect sensitive information unless the individual has consented, it is required by law, or in other special specified circumstances, for example, relating to health services provision and individual or public health or safety).