



## 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, c/o CEASA, EDC, Milner Street, Hindmarsh, SA, 5007. 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).