

## ***Privacy Policy***

*Our Privacy Policy applies to personal information that we collect or hold.*

### ***About our Privacy Policy***

*All personal information collected by EasyEd is protected by the Privacy Act 1988 (the Privacy Act).*

*Our Privacy Policy outlines how we handle personal information (as defined in s.6(1) of the Privacy Act), which is collected by us, our contractors and agents.*

### ***Audience***

*Without limiting the scope of this Privacy Policy, it will apply to and should be read by:*

- an individual browsing the EasyEd website*
- an individual who has provided personal information to EasyEd for any reason*
- an individual who is currently employed, or is seeking employment, with EasyEd*
- a contractor, consultant, supplier or vendor of goods or services to EasyEd*

### ***When we collect and use personal information***

*EasyEd's functions are set out by the Safe Work Australia Act 2008. We may collect personal information to carry out our functions. We collect only the minimal amount of personal information necessary to provide these services.*

*We may collect names, emails and other contact details as part of:*

- answering general enquiries*
- public submission processes*
- managing events*
- subscription services for the EasyEd website*
- general correspondence (including emails)*
- business activities within EasyEd (including visits)*

- *recruitment and appointment processes*
- *tenders and grants/sponsorships*
- *data collection and research activities*
- *recording the reach of our web content including our social networking services*
- *educational programs.*

*Depending on how the personal information is collected, this information may be stored with us or on an external service. We will not keep personal information longer than is reasonably necessary.*

*We only use personal information for the purpose for which it was given, or for directly related purposes. Your personal information will only be used outside of this purpose with your consent, or if the use is required or authorised by law.*

*Where practicable, users may remain anonymous or use a pseudonym.*

## ***Collecting personal information from third parties***

*We will usually collect personal information directly from the individual concerned or another person authorised by that individual. In some cases, personal information may be collected from a third party if authorised or required by law.*

## ***Website analytics collection***

*We record standard anonymous information about visitors' computers when accessing the EasyEd website via [Google Analytics](#). We may log the following information for statistical purposes to assist in providing a better online service:*

- *IP address and location (city-level)*
- *operating system and device information*
- *the date, time, and length of visits*
- *internet service provider*
- *the pages accessed and the documents downloaded*
- *the type of browser used.*

*We use this information for systems administration and statistical analysis.*

*The collected information does not provide us with any personal details about individuals, it only provides technical information on the device used to access the website.*

If you do not wish for us to keep this information you may disable Google Analytics using:

- Google's [web browser plugin](#)
- a [TOR web browser](#) to stay anonymous online
- other privacy methods that avoid tracking and cookies.

## **Cookies**

Our online platforms use cookies. Cookies remember visitors' browsers between page visits. Cookies only identify browsers, not individual users.

We may use cookies to identify patterns of site usage. Our cookies do not store personal information. If you disable our cookies this won't affect most of our website, although some advanced functions may not be available.

## **Offline options**

For those who do not wish to use the internet, we can provide alternative ways for people to access our services, including by lodging hard-copy forms by post rather than using online forms.

## **Cloud services**

We may use web-based cloud services for some features on our website. We do not own these services.

Using these services is optional. You may use a pseudonym or anonymous details to keep your identity private.

Some cloud services may be based overseas, including in the USA. Your data may be hosted overseas and subject to foreign laws.

Services we use include:

- [MailChimp](#) for our email subscriber list.
- [Survey Monkey](#) for surveys.
- ClickFunnels for marketing and advertising
- Facebook and other social media forms

If you do not want to use these services, surveys can be posted or emailed to you.

[Email us](#) about removing your data from the cloud services we use.

## ***Data quality, access and correction***

*The Privacy Act requires us to take reasonable steps to ensure the personal information we collect, and use is accurate, up to date, complete, relevant, and not misleading.*

*Please contact us if you would like to update your personal information. You will not be charged for the correction of this information.*

*You may also request access to documents in our possession, including documents relating to or containing your personal information, under Freedom of Information.*

## ***Information sharing***

*We will only disclose personal information to third parties if:*

- you are reasonably likely to have been aware, or made aware by way of a privacy notice, that your personal information is usually passed to the relevant parties*
- you have consented to the disclosure of your personal information*
- you could have reasonably expected us to use or disclose the information, and the use or disclosure relates to the primary reason it was given*
- we reasonably believe the disclosure is necessary to prevent or lessen a serious threat to anyone's life, health or safety*
- the disclosure is required or authorised by law or a court or tribunal order*
- disclosure is reasonably necessary, as required by law*

## ***Information security***

*We take reasonable steps to:*

- protect personal information we hold against loss, unauthorised access, use, modification, disclosure or misuse*
- require our contractors to comply with privacy laws and any other appropriate confidentiality and security measures when dealing with personal information under our contracts.*

*Our key policies to protect the information we hold include:*

- accessing our records internally on a 'need-to-know' basis and subject to appropriate security clearance*

- *storage of paper records including personnel and human resource files in appropriately secure, locked cabinets*
- *clear screen, clear desk policies.*

## ***Disposal***

*We will destroy records containing personal information in a secure manner in line with the Archives Act 1983. We will not keep your personal information for any longer than necessary.*

## ***Contact***

*[Email us](#) to:*

- *request access to your personal information under this policy*
- *make a privacy-related complaint*
- *request this Privacy Policy in a particular form or comment on it.*

*Or you can write to:*

### ***Privacy Officer***

*EasyEd*

*P.O Box 776*

*Jindera, 2642*

*Australia*

## ***Responses***

*We will acknowledge and respond to all privacy-related requests and complaints in writing within 30 days of the request or complaint being made.*

*If you are unhappy with our response, you can email us at [Easyedadmin@bigpond.com](mailto:Easyedadmin@bigpond.com) or lodge a complaint with the Office of the Australian Information Commissioner.*

## ***Supporting Information***

- *[Privacy ACT 1988](#)*