

Privacy Policy

This Policy was last reviewed and updated on: 10 September 2022

Level 3 Classroom Teacher Association (Western Australia) Incorporated values and respects the privacy of the people we deal with. Level 3 Classroom Teacher Association (Western Australia) Incorporated is committed to protecting your privacy and complying with the Privacy Act 1988 (Cth) (**Privacy Act**) and other applicable privacy laws and regulations. This Privacy Policy (**Policy**) describes how we collect, hold, use and disclose your personal information, and how we maintain the quality and security of your personal information.

What is personal information?

“Personal information” means any information or opinion, whether true or not, and whether recorded in a material form or not, about an identified individual or an individual who is reasonably identifiable. In general terms, this includes information or an opinion that personally identifies you either directly (e.g. your name) or indirectly.

What personal information do we collect?

The personal information we collect about you depends on the nature of your dealings with us or what you choose to share with us. The personal information we collect about you may include:

- name
- mailing or street address
- date of birth
- email address
- phone number
- year you achieved the Level 3 Classroom Teacher status

How do we collect your personal information?

We collect your personal information directly from you when you:

- interact with us over the phone
- interact with us in person
- interact with us online
- participate in surveys or questionnaires
- attend a Level 3 Classroom Teacher Association (Western Australia) Incorporated event
- subscribe to our mailing list
- apply for a position with us as a volunteer or committee member

How do we use your personal information?

We use personal information for many purposes in connection with our functions and activities, including the following purposes:

- provide you with information that you request from us
- improve the quality of the services we offer such as Professional Learning
- internal administrative purposes

How do we protect your personal information?

Level 3 Classroom Teacher Association (Western Australia) Incorporated will take reasonable steps to ensure that the personal information that we hold about you is kept confidential and secure, including by:

- having a robust physical security of our premises and databases / records
- taking measures to restrict access to only personnel who need that personal information to effectively provide services to you
- having technological measures in place (for example, anti-virus software, fire walls);

Online activity

Cookies

The Level 3 Classroom Teacher Association (Western Australia) Incorporated website uses cookies. A cookie is a small file of letters and numbers the website puts on your device if you allow it. These cookies recognise when your device has visited our website(s) before, so we can distinguish you from other users of the website. This improves your experience and the Level 3 Classroom Teacher Association (Western Australia) Incorporated website. We do not use cookies to identify you, just to improve your experience on our website. If you do not wish to use the cookies, you can amend the settings on your internet browser so it will not automatically download cookies. However, if you remove or block cookies on your computer, please be aware that your browsing experience and our website's functionality may be affected.

Website analytics

Our website uses Google Analytics to help us better understand visitor traffic, so we can improve our services. Although this data is mostly anonymous, it is possible that under certain circumstances, we may connect it to you.

Direct marketing

We may send you direct marketing communications and information about our services, opportunities, or events that we consider may be of interest to you if you have requested or consented to receive such communications. These communications may be sent in various forms, including mail, SMS and email, in accordance with applicable marketing laws, such as the *Australian Spam Act 2003* (Cth). You consent to us sending you those direct marketing communications by any of those methods. If you indicate a preference for a method of communication, we will endeavour to use that method whenever practical to do so. You may opt-out of receiving marketing communications from us at any time by replying with 'STOP' or emailing us at contact@l3cta.org.au.

Retention of personal information

We will not keep your personal information for longer than we need to. In most cases, this means that we will only retain your personal information for the duration of your relationship with us unless we are required to retain your personal information to comply with applicable laws, for example record-keeping obligations.

How to access and correct your personal information

Level 3 Classroom Teacher Association (Western Australia) Incorporated will endeavour to keep your personal information accurate, complete and up to date. If you wish to make a request to access and / or correct the personal information we hold about you, you should make a request by contacting us and we will usually respond within 7 days. We will deal with such a request when you email us at contact@l3cta.org.au.

Links to third party sites

Level 3 Classroom Teacher Association (Western Australia) Incorporated website may contain links to websites operated by third parties. If you access a third-party website through our website, personal information may be collected by that third party website. We make no representations or warranties in relation to the privacy practices of any third-party provider or website and we are not responsible for the privacy policies or the content of any third-party provider or website. Third party providers / websites are responsible for informing you about their own privacy practices and we encourage you to read their privacy policies.

Inquiries and complaints

For complaints about how Level 3 Classroom Teacher Association (Western Australia) Incorporated handles, processes or manages your personal information, please contact us at contact@l3cta.org.au. Note we may require proof of your identity and full details of your request before we can process your complaint. Please allow up to 7 days for Level 3 Classroom Teacher Association (Western Australia) Incorporated to respond to your complaint. It will not always be possible to resolve a complaint to everyone's satisfaction. If you are not satisfied with Level 3 Classroom Teacher Association (Western Australia) Incorporated's response to a complaint, you have the right to contact the Office of Australian Information Commissioner (at www.oaic.gov.au/) to lodge a complaint.

How to contact us

If you have a question or concern in relation to our handling of your personal information or this Policy, you can contact us for assistance as follows:

Email

Email us at contact@l3cta.org.au

Post

Attention: Level 3 Classroom Teacher Association (Western Australia) Incorporated Privacy Officer

Address: PO Box 1083, Subiaco WA 6904