

# Privacy Policy

**e<sup>2</sup>: educational ecosystems** is committed to providing quality services to you.

This policy outlines e<sup>2</sup>'s ongoing obligations in respect of how your Personal Information is managed.

The Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act) guide this policy and the way your personal information is collected, used, disclosed, stored, secured and disposed.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at [www.aaic.gov.au](http://www.aaic.gov.au)

## What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information collected include: names, addresses, email addresses, phone and facsimile numbers.

This Personal Information is obtained in many ways including **interviews, correspondence, by telephone, email, via our website [www.educationalecosystems.com.au](http://www.educationalecosystems.com.au), from media and publications, from other publicly available sources, from cookies** and from third parties such as Google and the like. Website links or policy of third parties on this site are not guaranteed.

Your Personal Information is only collected for the purpose of providing services to you.

Your Personal Information is only used for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

You may unsubscribe from mailing/marketing lists at any time in writing.

When Personal Information is collected, where appropriate and where possible, you will be explained why this information is being collected and how it will be used.

## Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political

association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

## **Third Parties**

Where reasonable and practicable to do so, your Personal Information is only sourced from you. However, in some circumstances your information may be provided by third parties. In such a case reasonable steps are taken to ensure that you are made aware of the information provided by the third party.

## **Disclosure of Personal Information**

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

## **Security of Personal Information**

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept for a minimum of 7 years.

## **Access to your Personal Information**

You may access the Personal Information held about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact in e<sup>2</sup>: writing.

**e<sup>2</sup>: educational ecosystems** will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

## **Maintaining the Quality of your Personal Information**

It is an important that your Personal Information is up to date. Reasonable steps are taken to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information is not up to date or is inaccurate, please advise as soon as practicable so your records can be updated.

## **Policy Updates**

This Policy may change from time to time and is available on the website.

## **Privacy Policy Complaints and Enquiries**

If you have any queries or complaints about this Privacy Policy please contact:

**e<sup>2</sup>: educational ecosystems**

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**Victoria, Australia 3931**

**[educatalystpartner@gmail.com](mailto:educatalystpartner@gmail.com)**

**+ 61427 703 483**