

Scouts Australia Institute of Training: Privacy Policy



Overview

SAIT and its Related Bodies Corporate incorporated in Australia is subject to the Australian Privacy Act 1988 (Cth) and the associated Australian Privacy Principles

The Privacy Act regulates how private sector entities collect, use, disclose and otherwise handle personal information.

This Privacy Policy outlines how SAIT deals with the personal information we collect. People who deal with SAIT are entitled to expect that any information collected will be treated in accordance with our Australian privacy responsibilities and obligations.

What is personal information?

Personal information includes any information or opinion about an identified individual or an individual who is reasonably identifiable. For further information visit the Office of the Australian Information Commissioner website (www.oaic.gov.au/) (<http://www.oaic.gov.au/>).

The types of personal information which SAIT collects may include an individual's name, phone number, email address, address, nationality, date of birth, and educational history. Due to the nature of the services provided by SAIT, some of the information we collect may be sensitive information, including details about an individual's race or ethnic background.

It is not common practice for SAIT to collect information about an individual's medical history, political opinion, sexual preference or criminal record, unless such information is required in order to process a candidate's application for admission, enrolment and education. SAIT will only collect sensitive information with an individual's consent.

Personal information may be collected by SAIT in a number of circumstances, including when an individual:

- applies for admission to a SAIT service;
- registers or enrolls for an assessment offered by SAIT;
- applies for employment with us.

We generally collect personal information directly from the individual concerned, although there may be occasions when information is collected from third parties, such as a family member who contacts us on the individual's behalf. If an individual does not

provide the information requested by us, we may not be able to provide them with our services.

If you provide personal information to us about someone else, you must ensure that you are entitled to disclose that information to us and that, without us taking any further steps required by privacy laws, we may collect, use and disclose such information for the purposes described in this Privacy Policy.

For example, you should take reasonable steps to ensure the individual concerned is aware of the various matters detailed in this Privacy Policy, including our identity and how to contact us, the purposes for which we collect personal information, our information disclosure practices, the individual's right to obtain access to the information we hold about them and the consequences for the individual if the information is not provided. The individual must also provide the consents set out in this Privacy Policy in respect of how SAIT will deal with their personal information.

What do we do with the information?

SAIT collects personal information for the primary purpose of providing our services to individuals. We may also collect personal information for purposes related or ancillary to the primary purpose of collection, including:

- administering and managing the services we provide to prospective and current candidates, including admissions, enrolment, education, billing, maintaining our information technology systems, customer service and data storage. Information relating to your enrolment or assessment outcomes with SAIT may be provided to The Scout Association of Australia, and its Branches;
- marketing the services of SAIT and its related entities to prospective, current and past candidates;
- hiring and managing employees and contractors;
- planning, monitoring, evaluating and improving our services, including conducting market research and surveys and assessing customer satisfaction; and
- otherwise communicating with you.

SAIT will only use and disclose personal information about you for the purposes stated above, where we have your consent to do so, or as otherwise required or authorised by law.

By providing us with your personal information, you consent to us using your information to contact you on an ongoing basis in order to expedite or follow-up your assessment request, including by mail, email, SMS and telephone.

Only a limited number of staff has access to the information collected via a SAIT enrolment. The information is collated for analysis. It is then evaluated and published in reports to help us to improve and develop the website and its services.

Minors and privacy

When SAIT has knowledge that a person under age 18 is providing personal information to SAIT, we require the person to obtain parental / guardian permission and consent for you to provide SAIT with your personal information.

What won't we do with the information?

SAIT will not disclose or externally publish personal information to third parties who are not related to SAIT with a view to allowing them to direct market their products or services without the relevant individual's consent.

No attempt will be made to identify individual users of the SAIT website.

Is data stored in a secure way?

SAIT has security measures in place to protect against loss, misuse and alteration of information under our control, as required by law and generally accepted industry standards. However, no system is 100% secure and to the extent permitted by law, we exclude any liability in contract, tort or otherwise for any security breach.

Do we publish personal information on our website?

SAIT will only publish personal information on our website if it has been collected for this purpose with your knowledge and consent. For example; testimonials from candidates.

When giving such consent you should be aware that information published on our website is accessible to millions of users from all over the world, that it will be indexed by search engines and that it may be copied and used by any web user. This means that once the information is published on our website, SAIT will have no control over its subsequent use and disclosure.

Names and email addresses of SAIT staff appearing on our website (if required) are provided with their knowledge and consent.

Under no circumstances will SAIT sell or receive payment for licensing or disclosing your personal information.

What about external links?

This site contains links to other sites. SAIT is not responsible for the privacy practices or the content of such websites.

Can I access and correct my personal information?

You have the right to access your personal information held by SAIT on request, subject to limited exceptions in the Privacy Act. We will deal with your request within a reasonable time. We may recover from you our reasonable cost of providing you with access.

SAIT will take reasonable steps to ensure your personal information is accurate, complete and up-to-date. Should you wish to access or amend this information, or complain about a breach of the Privacy Act, please contact the SAIT Compliance Manager as follows:

The Compliance Manager

Scouts Australia Institute of Training

Scouts Australia House

Level 1, 8 Help Street

CHATSWOOD NSW 2067

Email: saitcompliance@scouts.com.au (mailto:saitcompliance@scouts.com.au)

We will make all reasonable attempts to respond to your complaints or requests.

If you are not satisfied with the outcome, you may refer the matter to the Office of the Australian Information Commissioner at:

Website: <http://www.oaic.gov.au/> (<http://www.oaic.gov.au/>)

Phone: 1300 363 992

Further information about the application of privacy law to the private sector generally can be found by contacting the Office of the Australian Information Commissioner (details above).

If you no longer wish to receive any communications, or want to be removed from any SAIT database, please contact the SAIT Compliance Manager on the details set out above.