

## Inspiring the Future *Australia*

# Privacy Policy

This website is operated by Schools Industry Partnership (SIP) (**we, us, our**). We are registered in Australia under ABN 76797692050 and have our registered office at 1st Floor 450 High St Penrith NSW 2750 AUSTRALIA. We are incorporated in New South Wales under the Associations Incorporation Act 1984.

This Privacy Policy (together with our Terms of websites use at <http://www.inspiringthefuture.org.au/website-terms-and-conditions/> ) sets out the basis on which we may process your personal data and information in connection with our program to develop effective partnerships between employers and volunteers and schools, colleges and similar institutions (the **Program**).

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting our sites you are accepting and consenting to the practices described in this Privacy Policy.

### **Information you provide to us**

We may process information about you that you provide to us (including via our websites at [www.schoolsindustry.com.au](http://www.schoolsindustry.com.au) and [www.inspiringthefuture.org.au](http://www.inspiringthefuture.org.au) (*our sites*) and through correspondence by phone, email or otherwise).

This data may include information provided by you:

- at the time of registering to use our sites or when updating any of the information provided at the time of registering;
- at the time of subscribing to our services or posting material to our sites;
- if you complete any surveys that we may invite you to participate in; and
- in connection with your other communications with us.

The information you give us may include your name, age (within a range), postcode, email address, phone number, gender, ethnicity, employer, affiliated organisations (e.g. professional body), job details and personal description and information relating to your participation in the Program and feedback on the Program.

### **Information we may collect from you**

We may collect and process technical information about your computer, including (where available) your Internet Protocol address, login information, operating system and browser type and version, for system administration purposes and to report aggregate information to other organisations (including our funders). When reporting to other organisations, this is statistical data about the browsing actions and patterns of usage of our sites, and does not (of itself) identify any individual by name.

## How we use information about you

We may use personal information that we hold about you (**personal data**) in the following ways:

- if you register with us, in connection with the Program, we may share your personal information with third parties who are also registered with us in connection with the Program (i.e. employers and volunteers or schools, colleges and related organisations (as applicable)) in order to facilitate the Program;
- to contact you in relation to the Program (including by email, SMS, post or telephone);
- if you register with us, to provide you with information (including our newsletter) relating to similar services or projects that we may offer from time to time, provided that you do not “opt-out” of this use on registration or subsequently;
- to monitor the way in which our sites are used, and to ensure that content from our sites is presented in the most effective manner for you and your internet browser;
- in connection with any agreements or other arrangements between you and us (including the Terms of website use at <http://www.inspiringthefuture.org.au/website-terms-and-conditions/>); and
- to notify you about changes to our organisation or services.

Please refer to our online registration form for more details on how we may use your personal data.

## Disclosure of information about you

Though we do not share any personal data with third parties, e.g. marketing companies, for commercial, marketing or unsolicited communication purposes, we do need to share certain data (outlined below) in order to maximise the Program’s benefits through provision of inspiration, knowledge and skills to young people in the aim that their careers and futures are the best they can be. Data will be shared purely so relevant stakeholders can engage with, promote and help grow the Program, its volunteer/school numbers, participation, delivery and impact.

### **Information about volunteers**

We may provide data relating to your participation in the Program (the **Volunteer Participation Data**) to funders of the Program and other selected parties who carry out work within the education sector and have an active interest in the Program (i.e. schools/colleges, the local Councils in your chosen areas, and relevant government departments), solely so that they can monitor participation in and the success of the Program.

The Volunteer Participation Data may include your regional location, your post code, your age (within the range options selected on registration), your gender, your employer, your affiliated organisations (e.g. professional body), the job details that you provided us with, numbers of messages and details of any events that you have

participated in through the Program, the number of hours you have contributed and any feedback that you have provided on the Program.

Where you have registered for Inspiring the Future-Australia via your company's dedicated Employee Volunteer link or using your company email address, we may provide your employer and any professional/umbrella bodies/trade union that you opt to disclose to us as part of your registration for the Program, with the Volunteer Participation Data, solely so that they can monitor participation in and the success of the Program, as well as your name and e-mail address in order for them to contact you solely about your participation in the Program.

Where you have signed up as an Independent Volunteer using a personal email address, we may provide any professional/umbrella bodies/trade union that you opt to disclose to us as part of your registration for the Program with the Volunteer Participation Data, solely so that they can monitor participation in and the success of the Program, as well as your name and e-mail address in order for them to contact you solely about your participation in the Program. We may also provide your employer with your name and the Volunteer Participation Data, solely so that they can monitor participation in and the success of the Program.

Except as outlined above or as otherwise required or permitted by law, we do not disclose information about identifiable individuals to third parties without the relevant individual's consent. However, we may provide third parties with *aggregate* information about our users for monitoring participation in and the success of the Program, or for research with the purpose of improving our service as a hub for employers and schools, colleges or similar institutions who wish to participate in education and employment programs.

### ***Information about schools and other education providers***

We may provide employers and professional bodies involved in the Program with the name and location of the school, college or similar institution registered for the Program, so that they can identify potential partnerships under the Program. We may also provide them with other data relating to the institution's participation in the Program (the ***Institution Participation Data***) for the same purpose.

The Institution Participation Data may include your institution's name, address and local authority and numbers of messages and details of any events that the institution has participated in through the Program, the number of hours that have been requested/used and any feedback that the institution/teacher has provided on the Program. The Institution Participation Data will not include any contact information relating to the individual teacher that has registered for the Program on behalf of the school, college or similar institution although a teacher's name may be shared simply to allow interpretation of reports.

We may also provide the Institution Participation Data to funders of the Program and other selected parties who carry out work within the education sector and have an active interest in the Program (i.e. the institution's professional/peak association and relevant government departments), solely so that they can monitor participation in and the success of the Program.

We may provide a participating school, college or similar institution with the Institution Participation Data and the names of any of their staff who have registered for the Program.

Except as outlined above or as otherwise required or permitted by law, we do not disclose information about identifiable individuals to third parties without the relevant individual's consent. However, we may provide third parties with anonymised, *aggregate* information about our users and beneficiaries for monitoring participation in and the success of the Program, or for research with the purpose of improving our service as a hub for employers and schools, colleges or similar institutions who wish to participate in education and employment programs. In particular, any ethnicity data disclosed to our funders, or other partners who have an active interest in monitoring participation in our programs (such as government departments, employers and schools) will always be aggregated and anonymised.

### **Protecting information about you**

Although we will do our best to protect your personal data, we cannot guarantee the security of the information transmitted to our sites. Any transmission will be at your own risk. Once we have received your information, we will use security features and procedures to try to prevent unauthorised access.

Where we have given you (or where you have chosen) a password which allows you to access certain parts of our sites, we ask you not to share this password with any other person.

### **Contact us**

If you have any questions or concerns regarding our use of your personal data or our Privacy Policy, please contact us using the contact details at <http://www.inspiringthefuture.org.au>

You have the right to:

- access the information we hold about you;
- have corrected any personal data we hold about you if it is not factually accurate. Please let us know if your contact details change; and
- “opt-out” of receiving information (including our newsletter) relating to similar services or projects that we may offer from time to time.

Our sites may, from time to time, contain links to and from the websites of our partners and affiliates. If you follow a link to any of these websites, please note that they may have their own privacy policies and that we do not accept any responsibility or liability for them.

### **Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be posted on this webpage and, where appropriate, notified to you. Please check this webpage frequently to see any updates or changes to our Privacy Policy.

# Cookies

Under the, *Privacy Act 1988* (Privacy Act) SIP and its contractors have legal obligations towards you in the way that we deal with data collected from you. We keep strict security standards to prevent any unauthorised access to it. We do not pass on your details to any third party or government department unless you give us permission to do so, or we are obliged or permitted by law to disclose it.

We collect information from website visitors relating to:

- feedback submitted to us
- email alert services
- site usage tracking

## 1. Feedback

If you provide feedback about the website through a contact form or email address we will only use this information to develop and improve the site. From time to time, we may seek feedback from visitors, which we will use to answer questions, resolve problems or improve their published information.

## 2. Email alerts services

If you sign up to receive email updates about the issues discussed on this site, we will use the information you give us to provide the service(s) you have requested only. If you inform us that you wish to cancel your details will be deleted from our records.

## 3. Site usage

Like virtually all web sites, we store anonymised data on visits in server log files, which contain IP addresses of machines used to access this site, and the pages requested.

We use Google Analytics to collect information about how people use this site. We do this to make sure it's meeting its users' needs and to understand how we could do it better.

Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. We do not collect or store your personal information (e.g. your name or address) so this information cannot be used to identify who you are. We do not allow Google to use or share our analytics data.

The following cookies (small data files created on your computer) are set by Google Analytics:

Typical Content		Expires
Name		
_utma	randomly generated number	2 years
_utmb	randomly generated number	30 minutes
_utmc	randomly generated number	when you close your browser
_utmz	randomly generated number and information on how the site was reached (e.g. direct or via a link, organic search or paid search)	6 months
_utmxx	randomly generated number	2 years
_utmx	randomly generated number	2 years

Cookies are also used elsewhere on the site, including by the content management system we use, WordPress. These improve things by remembering settings, so you don't have to keep re-entering them whenever you visit a new page, log in or leave a comment.

Our cookies aren't used to identify you personally. They're just here to make the site work better for you. Indeed, you can manage and/or delete these small files as you wish. To learn more about cookies and how to manage them, visit [AboutCookies.org](http://AboutCookies.org).