

**DEPARTMENT OF EDUCATION & TRAINING, WESTERN METROPOLITAN REGION,
MACINTOSH SCHOOLS' NETWORK, [MacSchools.Net]**

PRIVACY POLICY

1. Scope

This policy applies to the Department of Education & Training, Western Metropolitan Region, Macintosh Schools' [MacSchools.Net] Network and its web sites, <http://wmr-msn.williamstownps.vic.edu.au/> & <http://www.macschools.net/>.

2. Authorisation

The policy was adopted at the launch of the DE&T WMR Macintosh Schools' Network web site in Term 3, 2004 and amended in Term 3, 2006.

3. Review date

This policy shall be reviewed and updated if required.

4. Background

The DE&T WMR Macintosh Schools' Network [sometimes referred to as MacSchools.Net] is required by law to protect the personal information it collects and holds. The Victorian privacy laws, the Information Privacy Act 2000, provides for the protection of personal information. The privacy laws do not replace any existing obligations the network has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

5. Definitions

Personal information means information or opinion that is recorded in any form, and whether true or not, about an individual whose identity is apparent, or can be reasonably determined from the information or opinion. For example, this includes all paper and electronic records, photographs and video recordings.

6. Policy context

Personal information is collected by the network to assist in the dissemination of information and to for members to communicate with each other.

7. Collection of personal information

The network collects and holds personal information about network members and others connected to the network.

8. Use and disclosure of the personal information provided

8.1 The purposes for which the network uses personal information of members and contacts include:

- membership details [name, location, phone & email details etc.] on mailing lists to assist communication between members.
- online contact details for those members who wish to have their details published on the network's website.
- speakers at MacSchools.Net events may have details included on the MacSchools.Net website.
- names and details of members in newsletters, minutes, reports of meetings.
- names and details of those who join as members or enrol in professional development activities.
- participants at MacSchools.Net events may have their photos included on the MacSchools.Net website.

8.2 The network will not pass on contact details to others [except what is published on the website – see above]. Suppliers who wish to publicise their offers etc., can contact the network leaders, who will forward these onto members.

9. Protocols & Security of the DE&T WMR Macintosh Schools Network's websites

Use is directed by:

- Department of Education and Training's Information, Communications & Technology [ICT] Systems
- Department of Education and Training IT Security Policy.
- Department of Education and Training Information Privacy Policy

10. Complaints under privacy

Should the network receive a complaint about personal information privacy this will be investigated in accordance with the DE&T privacy complaints handling policy.