

## Your privacy is important

ELACCA is bound by the Information Privacy Act 2009 and complies with all relevant legislation, including under Commonwealth, state or territory contracts. Further information on ELACCA's commitment to protecting the privacy of personal information which the organisation collects, holds and administers can be located in the Privacy Policy (Policy 105).

Personal information refers to information or opinion about you that is reasonably identifiable.

The type of information ELACCA collects and holds includes (but is not limited to) personal information, including sensitive information, such as information to assess ITE Boost scholarship program applicants against criteria.

ELACCA will generally collect personal information held about an individual by way of phone calls, online forms, meetings, online communication hubs, and emails. You do have the right to seek to deal with us anonymously, but in almost every circumstance it will not be practicable for us to deal with you or provide any services to you, except for the most general responses to general enquiries, unless you identify yourself.

ELACCA will use personal information it collects from you for a primary purpose, and may also use the information for secondary purposes that are related to the primary purpose of collection and that might be reasonably expected, or to which you have consented. For example, the primary purpose of collecting personal information about an ITE Boost scholarship applicant will be to assess (and if successful) to engage the applicant in an ITE Boost scholarship degree course.

In some circumstances, ELACCA may be provided with personal information about an individual by a third party, or may provide a third party with information about any individual. This will only occur with the *explicit consent* of the individual in writing (for example, as outlined in your Scholarship Agreement). For example, ELACCA may receive enrolment information about an ITE Boost scholarship educator from a university. Likewise, ELACCA may provide pending enrolment information about an ITE Boost scholarship educator to a university.

ELACCA staff are required to respect the confidentiality of personal information and the privacy of individuals. ELACCA has in place steps to protect the personal information the organisation holds from misuse, loss, unauthorised access, modification, interference or disclosure by use of various methods including passworded access rights to computerised records.

At any time, you may ask ELACCA to show you the personal information it holds about you. If the information contains any errors, you may request that the errors be corrected.

If you would like further information about the way the ELACCA manages the personal information it holds, such as viewing the organisation's Privacy Policy, or if you have concerns, complaints, or you think there has been a breach of privacy, then please contact ELACCA staff: [support@elacca.org.au](mailto:support@elacca.org.au)