

Xavier Flexi Schools Network

Privacy Statement

Our Privacy Commitment

Xavier Flexi Schools Network is committed to protecting and securing your privacy and personal information provided to us about you.

Xavier Flexi Schools Network comprises of the following four schools, **The Centre Education Programme, Inala Flexible Learning Centre, Ipswich Flexible Learning Centre and Townsville Flexible Learning Centre.**

All personal information collected and held by Xavier Flexi Schools Network is protected in accordance with Privacy legislation and the Australian Privacy Principles.

The Privacy Policy outlines how we collect and manage personal and sensitive information. The Privacy Policy does not affect our commitment to your confidentiality. Your registration with Xavier Flexible Schools Network indicates that you accept our Privacy Policy and approve the collection, use and disclosure by Xavier Flexible Schools Network, of your personal information in accordance with our Privacy Policy.

The Privacy Policy and Guidelines, and Easy Read Privacy Policy is available on our webpages.

What is Personal or Sensitive Information?

Personal information is information that can be used to identify you, such as your name, date of birth, address and contact details.

Sensitive information may include details such as nationality, country of birth and government identifiers (such as TFN). Sensitive information also includes health information such as disabilities, medical records and psychological reports.

Collection of Personal or Sensitive Information

We will seek consent from an individual in writing before we collect their sensitive information, including health information.

If it is reasonable and practicable to do so, Xavier Flexi School Network will collect personal or sensitive information directly from the individual. Where it is not reasonable or practicable to do so, we may also collect personal information from other people (e.g. a third-party administrator, referees for prospective employees) or independent sources.

All information held is retained, secured and destroyed in accordance with applicable laws.

Use of Personal and Sensitive Information

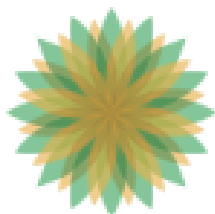
Personal and sensitive information is used to provide services, functions or activities that is reasonably expected for Xavier Flexi School Network.

Personal and sensitive information may be disclosed:

- To third parties with your consent,
- If it is reasonably expected of us to provide service
- If we are permitted or required to do so by law or court order
- If permitted to do so for protecting your health and safety or that of any another individual.

Some other information you provide us will be included in statistical reporting, for example, information on gender and age. This will not contain personally identifying information.

Unsolicited information will be destroyed, permanently deleted or de-identify the personal information as appropriate.



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Protection of personal information

We take all reasonable steps to securely store your information from loss, misuse and unauthorised access. In addition, your personal information is only kept while it is required for the purpose for which it was collected or for a permitted secondary purpose.

Use and Collection of Website Information

Terms of use about the how we use, collection information from our site can be found on the [EREA webpage](#).

We do not use this information to personally identify individuals. We will not share any information about you with third parties, except as provided by civil privacy legislation.

By using our site, you are consenting to the EREA Privacy Policy.

Making a Complaint About the Privacy of Your Information

If you have any questions about our Privacy Policy, please contact the school and ask for the Privacy Officer or Head of Campus.

The Centre Education Programme	07 3808 6800
Inala Flexible Learning Centre	07 3548 5800
Ipswich Flexible Learning Centre	07 3447 9310
Townsville Flexible Learning Centre	07 4724 9600

If a matter of Privacy cannot be resolved by contacting the school. You can make a complaint about the privacy of your information in writing to EREA via post or email.

EREA Email: privacy@erea.edu.au
EREA Postal Address: PO Box 91, Richmond VIC 3121