

# PRIVACY POLICY FOR SCHOLARS & THEIR FAMILIES

JANUARY 2016

The Harding Miller Education Foundation is committed to protecting the privacy and confidentiality of our students, families, supporters, and other stakeholders. At the Foundation, we support and are bound by the [Australian Privacy Principles](#) under the [Privacy Act 1988](#). Our Privacy Policy contains information about how we collect and handle personal information. The policies also contain information on what to do if you have questions, concerns, or complaints.

## Types of information that we collect

We only collect information that is necessary for our work and helps us provide the support our scholars need. Some examples of information that we collect, and hold are:

- Personal details, like name and date of birth
- Address and contact details
- Details about family situation and children in care
- Information about whether a scholar meets the eligibility criteria
- Information to help us measure the progress of scholars

## How we collect information

The main way we collect personal information about you is when you give it to us, for example, when you complete an application form or give information to a Harding Miller Education Foundation team member.

We may also collect information from other sources, for example, your school or other agency. We will always notify you if we are collecting your sensitive information.

If consent is required and the information is about a child under 18 years of age who is not living independently, we will obtain consent of a parent or guardian.

At all times, it is up to you how much information you like to provide to The Harding Miller Education Foundation. Please be aware though that if you do not provide the information that we request, you may not be able to participate in particular activities or receive assistance that is tailored to your needs.

## How we use information

We use your personal information, which may include sensitive information, to assess your eligibility to participate in our program and activities and to help us provide you with assistance that is tailored to your needs. We may also use your information for research, to assess the effectiveness of our programs and to plan for future activities.

## How we store information

The Harding Miller Education Foundation takes you are the security and confidentiality of your information very seriously. We actively ensure that all personal information we hold is protected from misuse, interference, and loss, and from unauthorised access, modification or disclosure.

Where information is held that is no longer needed, we will take reasonable steps to ensure the information is destroyed or de-identified.

## Disclosure of information

In some cases, we may disclose your personal information to researchers, contractors or other people that are working directly on our behalf who are also bound by privacy laws and confidentiality obligations.

In order to provide you with assistance tailored to your needs, unless you tell us otherwise, we may also share your information with and seek it from

our program partner organisations, including your school and education authorities.

We will always get your consent to use and disclose your personal information for research or in any publicity or marketing activities.

The Harding Miller Education Foundation will not otherwise disclose your personal information without your consent unless we are required or authorised under law to do so.

## Accessing or correcting your information

We will always endeavour to ensure that the information collected is accurate. You can update or correct the information that we have collected or let us know your preferences for how we communicate with you, by calling 1300 103 896 or emailing [info@hardingmiller.org.au](mailto:info@hardingmiller.org.au).

## Lodging a complaint or query

If you have a query or complaint about how we manage your personal information or would like to know more, please call us on 1300 103 896 or email [info@hardingmiller.org.au](mailto:info@hardingmiller.org.au).

If you have a complaint, The Harding Miller Education Foundation will acknowledge that your complaint has been received, provide you with our contact details and advise you when we can provide a response to your complaint.

