

PRIVACY POLICY

We Respect Your Privacy

Trade Schools for the Future (Trade Schools) respect the privacy of all our customers and business contacts, and are committed to safeguarding the personal information which you provide us. Also, Trade Schools are subject to the requirements of the Government of South Australia's Information Privacy Principles (IPPs.) A copy is available at <http://www.premcab.sa.gov.au/pdf/circulars/Privacy.pdf>.

Our Privacy Policy outlines how Trade Schools will handle and manage personal information collected about you through our website www.tradeschoolsforthefuture.sa.edu.au.

Trade Schools may update this privacy policy from time to time. The most current version will always be located on our website and is also available by using the contact details below:

Why we collect your personal information?

So you can register for a competition, on-line registration, receive information or mailings, fill out a survey, and make a comment or enquiry or for a variety of other reasons. Please be assured that Trade Schools for the Future (Trade Schools) will not collect any Personal Information unless you provide this information voluntarily. When you provide us with Personal Information, you are authorising us to use that information in accordance with the terms of this privacy policy, which includes your right to limit our use of the Personal Information (see 'Who to Contact' below).

Other information we may collect

This site collects and uses the following information from users:

A record of your visit and logs the following information for statistical purposes - the user's IP address, the date and time of the visit to the site, the pages accessed and documents downloaded, the previous website visited and the type of browser used. Your personal information will not be disclosed to a third party except in accordance with the IPPs. This information is analysed at the end of each month to determine the site's usage statistics.

The site retains the email address of people who send emails through the 'Contact us' facility, for the purpose of sending a response. They are stored in a secure area within the Government of South Australia's message services system. Site administrators are required to protect and handle your personal information in accordance with the IPPs.

What personal information do Trade Schools collect?

The type of personal information we will collect will include:

- Name
- Address details
- School name
- Year level
- Telephone numbers, home and mobile
- Electronic addresses such as email
- Date of birth

How we use your information

Your Personal Information and the information we gather about your visits to our websites are used solely by Trade Schools for the express purpose for which it was collected (eg to respond to your enquiry, enter you in a competition). It may also be used by us to improve our services and website, and to contact you regarding other products and services which may be of interest to you. At any time, however, you may opt out of such future contact. (See 'Who to Contact' below) At times we may retain third parties to process and analyse data we collect on our websites, including Personal Information, solely to help us improve our services and our websites. Finally, please note that we will only release your Personal Information if required to do so by law. None of your personal details will be published online.

Security and Access of information

We take reasonable precautions to keep your Personal Information secure. You have the right to access and or correct your Personal Information Trade Schools holds about you in accordance with the *Freedom of Information Act 1991*.

Risks

You should note that there are inherent risks associated with transmission of information via the Internet. You should make your own assessment of the potential risks to the security of your information when making a decision as to whether or not you should utilise this site. There are alternative ways to obtaining information from, and transacting business with, the Government of South Australia for those users who do not wish to use the Internet.

Changes in our policy

Trade Schools reserve the right to change or remove this privacy policy at our discretion. If we decide to change our privacy policy we will post those changes on our website. We encourage you to visit this area frequently to stay informed.

Who to contact

Please write to us at the email address decs.tradeschoolsforthefuture@sa.gov.au, or at Trade Schools for the Future, Department of Education & Children's Services, Level 5, 31 Flinders Street, Adelaide SA 5000 or call us at 08 8226 0480 if you:

- Don't want to be contacted in the future by us;
- Would like us to correct or update your Personal Information in our records;
- Have any comments or questions about this privacy policy;
- Wish to report any violations of the privacy policy.

To assist us in actioning your request, please provide your full name. Trade Schools are committed to protecting your privacy in connection with our websites. Please do not hesitate to contact us if you have any questions, comments or concerns about this privacy policy.