

# Privacy Policy

This policy sets out the key points about how Accelerate Educational Ministries handles personal information.

Accelerate Educational Ministries and its associated companies, subsidiaries, and ministries are committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at [www.aaic.gov.au](http://www.aaic.gov.au)

## **What is Personal Information and why do we collect it?**

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone and facsimile, by email, via any of our our websites including but not limited to [scee.edu.au](http://scee.edu.au), [accelerateministries.com.au](http://accelerateministries.com.au), [acceleratepathways.com](http://acceleratepathways.com) etc, from your website, from media and publications, from other publicly available sources, from cookies, and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

## **Sensitive Information**

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political

association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

## **Third Parties**

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

## **Disclosure of Personal Information**

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

## **Security of Personal Information**

Your Personal Information is stored electronically on our server and in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure. Your personal information will be stored and used in Australia only, and solely for the purposes as discussed herein.

We take steps to protect the security of the personal information we hold from both internal and external threats by taking measures to address those risks, for example, we keep a record (audit trail) of when someone has added, changed or deleted personal information held in our electronic databases and regularly check that staff only access those records when they need to.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

## **Persons Under the age of 18 years old**

Although we will comply with this Privacy Policy in respect of information provided to us by persons under the age of 18 years, those persons must obtain the consent of a parent or guardian prior to using our website and the parent or guardian will be responsible for appropriately supervising the person's use of our website

## **Access to your Personal Information**

You have the right to request access to the documents that we hold and ask for information that we may hold about your Personal Information and to update and/or correct it should it be misleading or out-of-date, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Accelerate Educational Ministries and its associated companies, subsidiaries, and ministries will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

## **Maintaining the Quality of your Personal Information**

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you. Furthermore, you agree herewith that you will take all reasonable steps to inform Accelerate Educational Ministries, within a reasonable period of time, of any changes pertaining to your personal information.

## **Policy Updates**

This Policy may change from time to time and is available on our website.

## **Privacy Policy Complaints and Enquiries**

If you have any queries or complaints about our Privacy Policy please contact us at:

**8-12 Business Drive,  
Narangba QLD, 4503**

**info@scee.edu.au**

**+617 3881 5777**

Any complaints regarding the handling of your personal information need to be made in writing. Should you require help to lodge a complaint, please feel free to contact us.

Once a complaint has been formally received, we undertake to acknowledge receipt thereof and advise you of (if any) action we will take to resolve the complaint. Should it be necessary to launch an investigation, the same will be done within 30 (thirty) business days and by a more senior employee than the employee whose actions you are complaining about.

If you are not satisfied with our response you may ask for a review by a top management employee (if it has not already happened).

**How to contact us**

You can contact us by:

Email:	<a href="mailto:info@scee.edu.au">info@scee.edu.au</a>
Telephone:	+617 3881 5777
Assisted Contact:	Ps. Justin Croome
Post:	PO Box 3102, Caboolture, QLD 4510
Address:	8-12 Business Drive, Narangba, QLD 4504
Facsimile:	+617 3205 7331