



Applicable to: All in EREA.

Key

# **EREA Privacy Policy Guidelines**

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- x Employment applications sent to us that are not in response to an advertised vacancy
- x Additional information provided to us which was not requested.

Unsolicited information obtained by ERE will only be held, used and or disclosed if it is considered as personal information that could



the APP or a similar privacy regime.

- x The destruction, deletion or de-identification of personal information we hold that is no longer needed, or required to be retained by any other laws.

Z public website and the public websites of our schools may contain links to other third-party websites outside of EREA. EREA is not responsible for the information stored, accessed, used or disclosed on such websites and we cannot comment on their privacy

Personal information about an individual may be disclosed to an overseas organisation in



Requests may be submitted to EREA to access or change the personal information we hold. Upon receiving such a request, we will take steps to verify your identity before granting access or correcting the information.

If we reject the request, you will be notified accordingly. Where appropriate, we will provide the reason/s for our decision. If the rejection relates to a request to change personal information, an individual may make a statement about the requested change and we will attach this to their record.

You can make a complaint about how EREA manages personal information, including a breach of the APPs or the state-based legislation in relation to health records, by notifying us in writing as soon as possible. We will respond to the complaint in line with the EREA Complaints Handling Policy and we may seek further information to provide a full and complete response.

EREA does not charge a fee for the handling of complaints.

If you are not satisfied with our response, you may refer the complaint to the OAIC. A complaint can be made using the OAIC online [Privacy Complaint form](#) or by mail, fax or email.

A referral to OAIC should be a last resort once all other avenues of resolution have been exhausted.