



## Privacy Policy

Nawarddeken Academy Limited (NAL) are committed to protecting the privacy of everyone we interact with. This policy sets out how we collect, use, store and disclose personal information in accordance with the Australian Privacy Principles. It applies to our company and to all Nawarddeken Academy schools.

### How do we collect and store information?

We collect personal information about company members, people that work with us, people who attend our schools and their families. We collect personal information that you give us, information about things that happen at school and work, assessments of students, and employee performance and conduct.

We might ask you to provide personal information more than once so that we can update our records. If you think the information we have about you is wrong or out of date, please let us know.

We only ask for personal information that is relevant and we store all personal information securely, whether in physical or digital form.

### How do we use and disclose information?

We only use personal information to run our company and our schools. We might give your personal contact information to a third party if they are helping us to communicate with you. We don't give out any other personal information unless we have your permission, or we are required by law. We don't sell or licence personal information. We don't send personal information outside Australia.

### Do you want to know more?

You can ask us why we want personal information, what personal information we have about you, and to correct a mistake in personal information we have about you. We might ask you to put your question in writing and to provide identification.

### Do you have a concern?

If you have any worries or concerns about how we handle your personal information, please tell us. We might ask you to put the details in writing. We will respond to any worries or concerns about handling of personal information according to our *Complaints Policy*.

### How can you contact us?

You can contact us if you have questions or to tell us what you think.

By mail: PO Box 37620 Winnellie NT 0821

By email: [admin@nawarddeken.org.au](mailto:admin@nawarddeken.org.au)

By phone: 0459 216 141