

ACT Islamic Education Services (ACTIES) Privacy Policy

This policy sets out how we collect, use, and protect your personal information. We value your trust and respect your privacy rights.

ACTIES is an organisation that provides Islamic education for school children in the Australian Capital Territory. Our mission is to foster a positive and inclusive Islamic identity among our students and to equip them with Islamic foundational knowledge that will assist them to navigate through their years as a youth in accordance with Muslim values within a diverse society.

Why we collect personal information -

We may collect personal information about you when it is reasonably necessary for, or directly related to one or more of our services.

We collect personal information for some of the following purposes:

- To provide you with relevant information and resources on the ACTIES Program
- To enrol students in the ACTIES program
- To place students in the age-appropriate year group
- To verify your information with the school where we are delivering the ACTIES Program
- To train, register and support volunteer teachers
- To communicate with you about our services, events, training and to provide other updates
- To monitor and evaluate the program and activities
- To comply with our legal obligations and reporting requirements.

How we collect information -

We may collect information from a person directly, or their authorised representative or via a third party if permitted by law. We may also collect personal information in a range of ways, including through surveys, email and phone communications, online portal, online forms and via social media.

How we safeguard personal information -

We take reasonable steps to protect your personal information from unauthorised access, use, disclosure or loss. We store your information securely on our servers and devices, and we use encryption, passwords, and other safeguards to prevent unauthorised access.

How we use and disclose information -

We only share your information with third parties who are directly involved in providing our services, such as our schools, volunteer teachers and administration volunteers. We do not sell, rent or trade your information to anyone.

We may also use third party providers or website such as Facebook, Twitter, LinkedIn, YouTube and others to deliver or otherwise communicate content. Such third-party sites have their own privacy policies and may send their own cookies to your computer. We do not control the setting of third-party cookies and suggest you check the third-party websites for more information about their cookies and how to manage them.

The type of information we hold -

In delivering our services, ACTIES may collect and hold the following types of personal and sensitive information:

- identity and contact details for individuals (e.g. name, phone, email and address),
- photographs, video recordings and audio recordings of individuals,
- information relating to personal circumstances (e.g. age, gender, cultural and linguistic background, disabilities and other family circumstances including spouses, carers and dependents),
- other information relating to identity (e.g. date of birth and citizenship) and

- information about employment (e.g. employment status and work history, education status).

Accessing or correcting personal information -

You have the right to access, correct or delete your personal information at any time by contacting us at admin@acties.org.au. You can also opt out of receiving any communications by emailing us directly to unsubscribe.

We may update our data privacy policy from time to time to reflect changes in our services, laws or practices. We will notify you of any significant changes by email or by posting a notice on our website [ACTIES \(cicact.org.au\)](http://cicact.org.au)

We appreciate your support and cooperation in ensuring that your personal information is protected and respected. If you have any questions or concerns about our data privacy policy, please do not hesitate to contact us at admin@acties.org.au.