



# TimeChart

## Student Privacy Information

Information Technology Directorate

### Introduction

A.J. Mawson Pty Ltd (trading at AMIG Systems and TimeChart Timetabling) is committed to providing quality services to you and this information 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 data is collected?

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

This Personal Information is obtained in many ways including by telephone, by email, via our website [www.timechart.com.au](http://www.timechart.com.au), from your website, from media and publications and from other publicly available sources, and from third parties. We don't guarantee website links or policy of authorised third parties.

### How is the data used?

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.

### Is the data secure?

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

### When is the data deleted?

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.

### Where is the data?

Your data is stored on Australian-based servers secured by RFID readers and biometric locks on all doors and spiked full perimeter fence and gates. The physical location is 35 klm south east of Melbourne's CBD.

### A.J. Mawson (T/A TimeChart) Privacy Information

Further information on how [Vendor Name] handles and uses personal information may be accessed at: <https://timechart.com.au/privacy/>

Complaints regarding TimeChart's management of this service should be directed to TimeChart or the Office of the Australian Information Commissioner.

### NSW Privacy Information

- <https://education.nsw.gov.au/about-us/rights-and-accountability/privacy>
- <https://www.ipc.nsw.gov.au/>

Complaints regarding management of this service can be made through the Department's compliant handling process.

- <https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions>