

HEA



Home Education Association, Inc.

Proudly supporting home educators across Australia.

Privacy Policy: Storage and Security of Personal Documents and Information

Policy Name	Storage and Security of Personal Documents and Information - Privacy		
Purpose of policy	<p>To support and advocate for a privacy-positive culture in the HEA at a Committee and Subcommittee Leadership level. To develop governance structures that support all volunteers in recognising, managing and protecting the privacy of individual home educators and their children.</p> <p>To ensure that on-going audit and monitoring practices are in place and that all volunteers are aware of their responsibilities.</p>		
Version	(#1) 2022.08	Next Review:	by August 2023
Law/Regulation	General Privacy Laws HEA Website Privacy Policy and Terms and Conditions		
Stakeholders	Who has rights?	<ul style="list-style-type: none">• Individual home educators	
	Who has responsibilities?	<ul style="list-style-type: none">• Committee Members• Subcommittee Members and Volunteers	

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1. Purpose

The purpose of this policy is to define how home education plans and other relevant, personal documents sent to the HEA are used and held by HEA volunteers and committee members.

2. Background

Home educators, regardless of HEA membership, may send in home education plans to Volunteers and/or Committee members in order to gain support and feedback. Usually these documents are sent by email and often are in relation to preparation of State homeschool registration. Sometimes the documents may be related to Family Court issues and/or include private medical information.

3. Objective

Home educators are entitled to have a reasonable expectation of privacy in regards to documents and personal information that they send to the HEA. The HEA is committed to protecting the privacy of home educators, HEA members and volunteers.

The objective of this policy is, first, to help ensure that HEA volunteers and committee members understand they have a duty to take reasonable precautions to protect personal information the HEA holds from misuse, loss, unauthorised access, modification, or disclosure.

Second, this policy seeks to provide a structure and procedure for how HEA volunteers handle and use personal documents that belong to HEA members and members of the public.

This policy is to be read in conjunction with the HEA's website privacy policy.

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4. Procedure:

1. Documents submitted for review by home educators are never to be shared without written permission of the home educator unless required by law.
2. Documents belonging to home educators will not be used for any purpose other than providing support to the home educator during their registration process.
3. Documents will be held in the HEA's cloud storage.
4. There will be a dedicated folder for documents owned by home educators
5. Access to the cloud storage and dedicated folder is limited to members of the HEA volunteer team who need access in order to be able to complete their work.
6. Once per month, documents owned by home educators relating to matters which are completed will be deleted by a designated Subcommittee member
7. Copies of documents submitted via email may remain in the email box indefinitely.
8. Team members are provided with a volunteer email that remains the property of HEA which may be used for this purpose
9. Personal email addresses are not to be used to receive plans or documents belonging to home educators.

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Version Control

Approved by	Version #	Date
Management Committee	1	2 August 2022
Management Committee		
Management Committee		
NEXT REVIEW		August 2023