



Japanese Teachers' Association of NSW (JTAN) Inc.

ABN 94 045 344 808
PO Box 6453, North Sydney 2060
<http://www.jtan.org.au>

PRIVACY INFORMATION STATEMENT

updated 1 September, 2015

The Japanese Teachers' Association of NSW (JTAN) is committed to protecting your privacy. This Privacy Information Statement governs data collection and usage. The personal information is collected only by lawful and fair means and is not unreasonably obtrusive.

Collection of your Personal Information

JTAN will collect personal information directly from you. This personal information will only be used for the purposes for which you give it to us and for related, internal management purposes. We do not provide personal information about you to other agencies, organisations or anyone else unless one of the following applies:

- you have consented
- you expect us to or we have told you we will
- it is required or authorised by law
- it will prevent or lessen a serious and imminent threat to someone's life or health or
- the disclosure is reasonably necessary for law enforcement

JTAN does not sell, rent or lease its member lists to third parties. However we may contact you on behalf of education stakeholders about an offering that may be of interest to you. In these instances, your unique personally identifiable information is not transferred to the third party. JTAN may share data to assist in statistical analysis; however confidentiality of your information is maintained. JTAN does not collect or disclose sensitive personal information such as race, religion or marital status.

We analyse non-identifiable website traffic data to improve our services. Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through public message boards, this information may be collected and used by others.

You may access personal information that we hold about you or you may ask us to update or alter personal information. If you are on one or more of our email lists you may opt out of further contact from us by indicating that you would like to unsubscribe from our email lists. JTAN may contact you via surveys to conduct research about your opinions of current services or forums that may be of interest to you.

Security of your Personal Information

JTAN secures your personal information from unauthorised access, use or disclosure. Personally identifiable information is hosted in a controlled and secure environment and is protected from unauthorised access, use or disclosure.



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JTAN encourages you to review the privacy statements of businesses you chose to provide information to, so that you can understand how your information may be collected, used or shared. JTAN is not responsible for the privacy statements or other content outside the JTAN website.

JTAN will periodically update this Privacy Information Statement to reflect internal and external feedback. You are encouraged to review this Statement to be informed of how JTAN is protecting your information.

Contact us

JTAN welcomes your comments regarding this Privacy Information Statement. If you believe that we have not adhered to this Statement, please contact us by sending an email to enquire@jtan.org.au.