

The Australian Professional Standards for Middle Leaders Online Self-reflection Tool: Data Collection Statement

1. Privacy – Collection and Retention of Personal Information

1.1 AITSL is committed to protecting your privacy as an online user of AITSL website(s). AITSL is bound by the Privacy Act 1988 (Cth) and the Australian Privacy Principles (Privacy Laws) and the AITSL Privacy Policy ([AITSL Privacy Policy](#)) in respect to the collection and retention of data. Any data collected by AITSL from your use of the Professional Standards for Middle Leaders Online Self-reflection Tool (Data) will be in accordance with the Privacy Laws and the AITSL Privacy Policy.

1.2 As part of the collection of Data you may provide in using the Professional Standards for Middle Leaders Online Self-reflection Tool, it will be stored on a secure platform and securely transferred to AITSL in full upon completion of the Data collection. Any Data remaining on the platform will be securely destroyed in accordance with the Privacy Laws and AITSL's Privacy Policy.

1.3 You acknowledge and agree that AITSL will store the Data including any personal information, provided by you in accessing and using the Professional Standards for Middle Leaders Online Self-reflection Tool, on a secured database in order to undertake and complete reports for the purposes of the Professional Standards for Middle Leaders Online Self-reflection tool. You can ask for a copy of your Data held by AITSL at any time at privacy.officer@aitsl.edu.au, noting that AITSL will securely destroy any personal information you have provided in the Data once it has been used for the purposes for which it has been collected.

1.4 In order to use the Professional Standards for Middle Leaders Online Self-reflection Tool, you will need to provide the following information:

(a) role, sector, type of education setting, geographic location and years as a middle leader.

1.5 Other information you may provide whilst using the Professional Standards for Middle Leaders Online Self-reflection Tool includes, but is not limited to:

(a) responses to survey questions

(b) feedback, or

(c) communicating with AITSL via email.

1.6 How AITSL use your information:

(a) AITSL will use the data you provide as de-identified data to inform how AITSL can support the Professional Standards for Middle Leaders. This may include identifying barriers and enablers, and supporting the development of resources to assist with implementing the standards in education settings across Australia.

(b) AITSL may use aggregated and de-identified data to produce reports about the Professional Standards for Middle Leaders. Individuals will not be identified in any reports produced. Reports may be published on AITSL's website.

1.7 AITSL will always be transparent about the data AITSL collects about you, how it is held and used and with whom it is shared. You control your personal information contained in the Data and the permissions to share it.

1.8 If you have any concerns in relation to the use of the Professional Standards for Middle Leaders Online Self-reflection Tool, you can contact the Professional Standards for Middle Leaders Online Self-reflection Tool Administrator for more information or assistance, by email at MiddleLeaders@aitsl.edu.au.

1.9 In the event you do not believe the issue has been resolved to your reasonable satisfaction, you may request the issue be referred to the Privacy Officer at privacy.officer@aitsl.edu.au.