



**Developmental  
Educators  
Australia Ltd.**

## Privacy Policy

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## 1. Purpose

Developmental Educators Australia Ltd. (DEA) is committed to protecting the privacy of our members, stakeholders, and the general public. This Privacy Policy outlines how DEA collects, uses, stores, and protects personal information in compliance with the Privacy Act 1988 (Cth) and applicable privacy laws.

## 2. Scope

This policy applies to:

- DEA members (including practicing, provisional, student and associate members).
- Individuals who interact with DEA, including website users, event participants, and volunteers.
- Data collected through DEA's membership systems and financial platforms.

This policy covers how DEA handles personal information and how individuals can access or update their information.

## 3. Collection of Personal Information

DEA collects personal information to manage memberships, process payments, and facilitate professional development activities. This includes:

### 3.1 What Information We Collect

- Membership Details: Name, membership number, address, phone number, email, employer, and professional status.
- Financial Information: Payment details via Stripe and Xero (DEA does not store full credit card details).
- Professional Development Records: CPD submissions and event participation stored in Member Jungle.
- Volunteer Information: Data shared through Google Drive for project collaboration.
- Website Interaction: Information submitted through the DEA website (e.g., inquiries, feedback forms).

### 3.2 How We Collect Information

- Membership applications and renewals via Member Jungle.

### 3.3 Payment processing through Stripe and Xero.

- Website submissions and event registrations.
- Direct communications with DEA (emails, phone calls, surveys).

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## 4. Use of Personal Information

DEA uses collected data for:

- Managing membership applications, renewals, and CPD requirements.
- Processing payments securely through Stripe and Xero.
- Communicating important updates, professional development opportunities, and DEA initiatives.
- Maintaining an accurate public register of practicing Developmental Educators.
- Ensuring compliance with professional and ethical standards.

## 5. Sharing of Personal Information

DEA respects the privacy of its members and follows strict data-sharing practices in compliance with the Privacy Act 1988 (Cth). We do not share your personal details with third parties unless legally required or explicitly consented to.

### 5.1 "Find a DE" Public Listing

Upon registering or renewing membership, members have the option to opt in or opt out of being listed on DEA's "Find a DE" directory.

If you opt-in, the following details will be publicly available:

- Full Name
- Membership Number
- Address
- Phone Number
- Email
- Company/Employer

If you opt-out, only the following will be listed:

- Name
- Membership Number

This listing applies only to full practicing members to ensure the public can verify registered professionals.

## 6. Storage and Security of Personal Information

DEA takes reasonable steps to secure and protect personal information from misuse, loss, unauthorised access, modification, or disclosure.

### 6.1 Storage Systems Used

DEA uses the following systems to store and manage personal information:

- Member Jungle – Membership management, CPD records, and event registrations.
- Stripe & Xero – Secure financial transactions.
- Google Drive – Volunteer-shared projects and administrative records.

### 6.2 Data Security Measures

- Restricted access to personal data for authorised personnel only.
- Encryption and secure logins for financial and membership platforms.
- Regular audits of data management practices.

## 7. Accessing and Updating Personal Information

Members have the right to:

- Request access to their personal information.
- Update or correct inaccurate or outdated information.
- Withdraw consent for data sharing (e.g., opt out of the public listing).

Requests can be made via [administration@deai.com.au](mailto:administration@deai.com.au).

## 8. Retention of Personal Information

retains personal information only for as long as necessary for its intended purpose or as required by law. Data is securely destroyed when no longer needed.

## 9. Complaint and Privacy Concerns

If you have concerns about how handles your personal information, you may:

1. Email [administration@deai.com.au](mailto:administration@deai.com.au).
2. Submit a written complaint to the Ethics Committee.

## 10. Review and Amendments

This policy is reviewed annually or as required to ensure compliance with best practices and regulatory requirements.

## 11. Document Control

	Date created (DDMMYYYY)	Created by (Name/Committee)	Approved by (Name/Board)	Approval Date (DDMMYYYY)	Next Review Date (DDMMYYYY)	Notes
1.0	14/03/2025	Amy Liaw	Board	20032025	20032027	