

STARJUMP PRIVACY STATEMENT

Protecting your privacy

This privacy policy sets out how Starjump VSL Pty Ltd uses and protects any information that you give Starjump when you use their services.

Starjump is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you or your child can be identified you can be assured that it will only be used in accordance with this privacy statement.

Starjump may update this policy from time to time. You should check the Starjump privacy statement on the Starjump web site to ensure that you are happy with any changes. This policy is effective from 1st December 2009.

About us

We provide services that encompass the educational, physical, cognitive and emotional needs of students with learning problems and learning differences.

Your personal information

Personal information held by us for children undertaking Starjump programs includes:

- name, including parents and any siblings,
- date of birth,
- addresses,
- school,
- telephone and/or mobile phone number,
- email address,
- details about the child's medical history,
- educational progress, including results of educational assessments, such as WISC 4 results,
- results of the child's Starjump assessment,
- individualised learning plan ,
- progress results.

If you believe that any information we are holding about you or your child is incorrect or incomplete, please email us as soon as possible, at maxine@starjump.com.au . We will promptly correct any information found to be incorrect.

How we collect personal information

We collect personal information through:

- The Starjump assessment, in which parents, the Starjump Specialist, the classroom teacher and child being assessed all contribute
- Tracking progress of the child via meetings with the Starjump Specialist and the Student Management System

- Parent meetings

How we use your personal information

Your personal information is used to:

- Develop individualised educational programs for your child;
- Recommend relevant referrals to specialists;
- Identify trends so that future policies, programs and products can be developed
- For Starjump approved research assignments into visual spatial learners, gifted children and children with learning difficulties

Special Note: No names are associated with data that is used for any research purposes

Who has access to your personal information

Access to personal information is strictly limited to:

- Starjump Master and Regional licencees:
- Starjump sub licencees
- Starjump database administrators
- Starjump authorised academic researchers only have access to anonymous data
- Only with parental authorisation will information be provided for medical or specialist referrals

Note: All licensees only have access to their clients data, not to the entire database.

Starjump will only provide data to other third parties if they are legally obligated to do so.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Safeguards include:

- Data is stored on a secure server, which is backed up regularly,
- Use of user accounts and passwords,
- Users are restricted in what information they have access to, they only have access to information relevant to them,
- Access is restricted to specific physical locations,
- Legal contracts are in place with all licensees, which include professional conduct standards and privacy.

You can access your personal information

You have a right to access your child's personal information. If you would like to do so, please let us know. You may be required to put your request in writing for security reasons.

We reserve the right to charge a fee for searching for and providing access to this information.

How to contact us

If you have any questions in relation to privacy, please contact us on [0395927253](tel:0395927253) between 9.00am and 5.00pm, Monday to Friday.. Alternatively, you can write to maxine@starjump.com.au .

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