

## **NESTA Privacy Policy and Code of Conduct**

This privacy policy and code of conduct covers the website and forum (hereinafter called the website) and other aspects of membership. By joining the association, and using the website, users have accepted the following policy.

### **Data Collected**

NESTA will collect a user's name, email address, employer, phone number (hereinafter called 'personal data', with the exception of names of volunteers) for the database. All posts, usernames, and photographs will remain the property of NESTA.

### **Purpose**

Personal data is collected to authenticate users; to ensure safety of the site; for subscription to the Daily Digest; security of voting; communication about membership benefits, voting, fees and other important announcements regarding NET teachers.

### **Names**

Usernames should be used on the forum except when related to office bearers or official documents or used with permission from members. Former office bearer's names will remain on the forum for the official record. Members' names will be used on all official documents including but not limited to, minutes, reports and motions.

### **Disclosure**

Personal details can be disclosed to executive officers where necessary and will be kept confidential, and to fulfil legal requirements. Data will not be sold or transferred to third parties without users' consent.

### **Retain**

All personal data will be retained unless requested by a member for removal from the database. Any information assisting in the verification of an employer apart from the name of the school will be destroyed within 7 working days from from being received by NESTA. At the termination of membership a request to remove personal data will be completed within 7 working days unless required to be retained for legal purposes.

### **Security**

NESTA recognises that data transferred over the internet is not completely secure. NESTA will take all precautions necessary to protect users' data. Users will ensure they are responsible for the security from the Internet to their online devices and will keep their password secure. NESTA will not ask for a user's password. NESTA does not guarantee the security of third party websites linked to the NESTA website. NESTA will not collect or retain sensitive financial information regarding financial transactions.

### **Amendment**

NESTA retains the right to amend this policy when necessary and publish/inform users when amendments occur. Users may regularly check this policy for updates.

### **Updating**

Users must keep their information up to date and accurate.

### **Cookies**

The website uses cookies which can be disabled without affecting service.

### **Code of Conduct**

All members shall:

- not discriminate on the basis of gender, age, ethnicity, religion, or sexual orientation;
- respect other members' points of view;
- not use abusive language against other members;
- follow the rules and regulations of the NESTA constitution;
- not disclose personal information or correspondence from our forum OR on our forum without the written permission of all parties.

### **Breaches**

Any member in breach of any of the Privacy Policy or Code of Conduct will be subject to Section 1.9 of the NESTA constitution.

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