

Privacy Policy

Tolentino Tuition

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Contents

Part I - Preliminary

1 Business name and contact details

Part II – Collection of personal information

2 Types of personal information collected and stored

3 Modes of personal information collection and storage

Part III – Use and disclosure of personal information

4 Use and disclosure of personal information

5 Entities to, and reasons for which personal information may be disclosed

Part IV – Access and amendment of personal information

6 Access to personal information

7 Amendment of personal information

Part V – Lodging of complaints regarding personal information

8 Dealing with requests or complaints

Part VI – Review frequency

9 Annual privacy policy review

Part I - Preliminary

1 Business name and contact details

Business name: Tolentino Tuition

Principal place of business address: 4 Finch Court, Modbury Heights SA 5092

Phone: 0450 110 793

Email: tolentinotuition@gmail.com

Part II – Collection of personal information

2 Types of personal information collected and stored

Tolentino Tuition may collect and store types of personal information including but not limited to: Names, addresses, emails, phone numbers, dates of birth, photographic images and payment details.

3 Modes of personal information collection and storage

- (a) Tolentino Tuition may collect the types of personal information mentioned in Section 2 by means including but not limited to:
 - (i) face-to-face conversations; or
 - (ii) telephone calls; or
 - (iii) SMS messages; or
 - (iv) emails; or
 - (v) health information disclosure forms; or
 - (vi) letters; or
 - (vii) website interactions; or
 - (viii) transactions in trade or commerce; or
 - (ix) CCTV surveillance at the principal place of business address mentioned in Section 1.
- (b) Tolentino Tuition will implement the following modes of storage of the types of personal information mentioned in Section 2:
 - (i) For personal information held in physical form, storage in lockable filing cabinets or rooms within the business' principal place of business address mentioned in Section 1.
 - (ii) For personal information held in electronic form, storage in the memory of passkey-enabled business computers and mobile devices and in the memory of the business' passkey-enabled and two-factor-authentication-enabled online network drive.

Part III – Use and disclosure of personal information

4 Use and disclosure of personal information

- (a) Tolentino Tuition uses personal information solely for the primary purposes, mentioned in Section 4(b), for which such personal information was collected, and will not use or disclose the personal information for a secondary purpose unless:
 - (i) The individual has consented to the use or disclosure of the information; or

- (ii) Subclause 6.2 or 6.3 of the *Privacy Act 1988* (Cth) applies in relation to the use or disclosure of the information
- (b) For the purposes of Section 4(a), primary purposes for the use and disclosure of personal information include, but are not limited to:
 - (i) provision of educational, pastoral care, extra-curricular and health services;
 - (ii) fulfilment of legal obligations, including duty of care and child protection obligations;
 - (iii) communication with parents and students via correspondence;
 - (iv) conduction of marketing, promotional and fundraising activities;
 - (v) ordinary business operations, including administration of tutoring services, operation improvement, staff training and service development
 - (vi) insurance and employment related matters

5 Entities to, and reasons for which personal information may be disclosed

- (a) Tolentino Tuition may disclose personal information to the following entities, if the individual has provided consent and would reasonably expect disclosure in those particular circumstances:
 - (i) Government agencies; or
 - (ii) parents; or
 - (iii) schools; or
 - (iv) service providers; or
 - (v) agents; or
 - (vi) contractors; or
 - (vii) business partners; or
 - (viii) other relevant entities.
- (b) Tolentino Tuition may disclose personal information without consent as regulated by Schedule 1, Part 3, Section 6 of the *Privacy Act 1988* (Cth).

Part IV – Access and amendment of personal information

6 Access to personal information

- (a) Tolentino Tuition will, upon request by an individual, give the individual access to the personal information held by Tolentino Tuition about the individual.
- (b) Tolentino Tuition will give access to the information mentioned in Section 6(a) in the manner requested by an individual, if it is reasonable and practicable to do so.

7 Amendment of personal information

If:

- (a) Tolentino Tuition holds personal information about an individual; and
- (b) Either:
 - (i) Tolentino Tuition is satisfied that, having regard to the purpose for which the personal information is held, the information is inaccurate, out-of-date, incomplete, irrelevant, misleading; or
 - (ii) The individual requests Tolentino Tuition to correct the personal information;

Tolentino Tuition will take such steps (if any) as are reasonable in the circumstances to correct the information to ensure that, having regard to the purpose for which it is held, the information is accurate, up-to-date, complete, relevant and not misleading.

Part V – Lodging of requests or complaints regarding personal information

8 Dealing with requests or complaints

If a request or complaint is made under Section 6 or 7, Tolentino Tuition:

- (a) Will respond to the request; and
- (b) Will not charge the individual for the lodging of the request or complaint, for correcting the personal information or for associating the statement with the personal information (as the case may be).

Part VI – Review frequency

9 Annual policy review

Tolentino Tuition will take reasonable steps to ensure that this policy is reviewed at least once per annum from the date of adoption of the policy, and when otherwise required to ensure compliance with current legal or regulatory requirements.