



CLV DATA PRIVACY POLICY

Community Languages Victoria

Where language and culture come together

ABN: 44 646 483 627

Level 2, 189 Faraday St Carlton, VIC 3053

Phone: (03) 9349 2863

Fax: (03) 9349 2698

Email: info@communitylanguages.org.au

Website: www.communitylanguages.org.au



BACKGROUND

Community Languages Victoria has different levels of data accessibility:

1. Membership Data
2. Department of Education Funding Data

This data is currently held by the Secretariat as the custodian. Good governance of data, its management and privacy require 5 pillars.

- Data Stewardship
- Data Quality
- Data Security
- Data Privacy
- Data Management

Together, they form the foundation upon which data governance strategies are built, helping CLV maximise the value of their data while minimising risks and ensuring regulatory compliance.

To help ensure accountability, CLV adherence to data privacy and confidentiality principles should be verified through appropriate monitoring, auditing, and use of controls.

CLV should have a process for reporting non-compliance and a clearly defined escalation path.

MEMBERSHIP DATA

CLV in its interaction with members must ascertain what level of information can be released.

The current CLV Membership Form includes signed permission for the school's information – names & contact details, email and/or phone - to be published.

- Do you agree to have your school information published on the CLV Website or any other publication?
- Do you authorise CLV to release your school details?

The CLV website currently has all member schools listed, their location and contact details.

CLV can release the information that is already on the website.

It can also manage the data to show:

- Number of languages
- Total number of students – by levels if available
- Geographic locations

DoE FUNDING DATA

This information is owned by the DoE. CLV is a custodian of this information for the purpose of assisting the DoE to manage the CLS funding program. This information includes:

- name of school;
- responsible officer;
- location;
- contact details;
- student numbers, and;
- amount of funding received.

This information is classified and must not be distributed nor shared without the permission of the DoE and the school authority.

Policy number	CLV 06	Version	1
Drafted by	Stefan Romaniw	Approved by Committee on	24 April 2024
Responsible person	President & Treasurer	Scheduled review date	24 April 2025