

26 July 2017

## Introducing our new Careers Website

Dear Parents,

We are delighted to inform you of the release of our new and improved Careers website. I invite you and your child to have a look around the site. You can access this by going to the [MECS website](#), clicking on "[Resources](#)" and selecting "[Careers Help](#)". There will be a link directing you to the new site.

One aspect of the site is a student secure area that students will need to register for. This will be done during the Year 10 Careers/Study class. Here students have the opportunity to use programs to create resumes and cover letters, participate in helpful careers quizzes and more. Resumes and cover letters can be stored on this website for future use by the student. During the Year 10 careers class we will be using the services provided to assist students in researching pathways into their career(s) of interest. Not only will this activity be helpful for your child, I will have access to information about their interests that will assist me in providing career advice to them as they move through the senior secondary years (eg. assisting them to select suitable subjects in VCE).

Over the page is some information to help you, as parents, understand the relevant privacy policies and how a particular online service provider (in this case Career Tools) will handle the data provided to them by and/or about your child. This helps us comply with Australian privacy laws as well as managing the terms of service for individual websites, some of which require parental or guardian approval.

If you have any questions or concerns, please do not hesitate to contact me.

Kind regards,

**Amelia Koole**

*Year 10 Transition Coordinator, Careers & VETiS Coordinator*

<b>Online Service</b>	Career Tools
<b>Who provides this service?</b>	Solutioneers Pty. Ltd. T/As. CareerTools.com.au
<b>Data and Information (needed to be disclosed by the school to the company who operates the online service to set up and use the service)</b>	First name, Last name, Email address, Year group.
<b>What does the service do?</b>	Provides tools that assist with the delivery of our Careers program.
<b>How will the school use this service?</b>  <b>Which Year Levels will use the service?</b>	Year 10 Careers and Study  Secondary (mainly Year 10-12)  Students signup for an account
<b>Privacy and Data Retention (Where will they store it?)</b>  (In most cases these services will not say where the data is being stored exactly.  For more information please refer to the privacy links provided)	All websites and data are stored on a dedicated Australian Server located in a Sydney Data Centre.
<b>How will the service provider use personal information of individuals that is collected from the school?</b>	We may disclose your personal information to any of our employees, officers, insurers and professional advisers insofar as reasonably necessary for the purposes set out in this Policy. Any disclosure beyond this will only occur with the written consent of the user.
<b>Read the formal terms and conditions and find out more information</b>	<a href="http://www.careertools.com.au/?page=privacy-policy">http://www.careertools.com.au/?page=privacy-policy</a>  <a href="http://mecscareers.com/?page=terms-of-use&amp;clean=true">http://mecscareers.com/?page=terms-of-use&amp;clean=true</a>