

Algebruh

Algebruh Privacy Framework (APF) Clauses

Referencing the Victorian Information Privacy Principles (IPPs)
and the Australian Privacy Principles (APPs)

Updated August 2026

Introduction

At Algebruh, we developed the Algebruh Privacy Framework (APF) to explain how we manage information about our clients and inquiries. Nearly all information provided to Algebruh is sensitive, and much of it relates to young people, so we hold ourselves to a high standard in keeping that information safe.

The APF was created to bring together, in one place, our obligations under Victoria's Information Privacy Principles (IPPs) — from the Privacy and Data Protection Act 2014, overseen by OVIC — and the Commonwealth's Australian Privacy Principles (APPs) — from the Privacy Act 1988, overseen by OAIC. By aligning with both frameworks, we aim to give our clients the same standard of privacy protection they're already used to in their school settings.

Where relevant, each APF clause links back to the corresponding IPP and/or APP clause, shown above it.

Additional guidance on either the IPP or APP clauses are listed below:

[OVIC — Information Privacy Principles Short Guide](#)

[OAIC — Australian Privacy Principles Quick Reference](#)

And their legal texts to accompany:

[Privacy and Data Protection Act 2014 \(Vic\), Schedule 1](#)

[OAIC — Read the Australian Privacy Principles](#)

We at Algebruh highly recommend any persons to reach out if it seems that we are not delivering on the privacy promises we make within this framework.

APF Privacy Clauses

APF 1. Privacy Governance & Accountability

[IPP 5 / APP 1]

Algebruh.com maintains clear, auditable practices and frameworks for how personal information is managed within our data structures, database schemas, and day-to-day workflow. At Algebruh, we use this document as a live reference for anything touching client data — including authentication flows like OAuth, API integrations, and how data is communicated between our systems. We encourage clients to reach out and query their own data footprint at any time if they feel uncertain about what we hold or how it's processed.

APF 2. Anonymity & Pseudonymity

[IPP 8 / APP 2]

Anyone making an initial enquiry with Algebruh may do so under any identification, or none at all. Algebruh retains no enquiry information for non-clients once an enquiry is resolved.

New clients must provide personal details before enrolling. This information is necessary to screen for potential Conflict of Interest (COI) or Child Safety Code of Conduct (CSCoC) concerns.

Additional details can be found at the following links:

CSCoC: [Department of Education Child Safety Code of Conduct | vic.gov.au](#)

COI: [Conflict-of-Interest-COI-Quick-Guide.pdf](#)

APF 3. Collection — Necessary Information Only

[IPP 1.1 / APP 3.1]

Algebruh collects only the personal information reasonably necessary to provide tutoring services, manage enrolments, and communicate with students and families. Besides information related to billing and address, these details extend to current school, year level, assessment outcomes and desired future outcomes, captured through our enrolment form.

APF 4. Fair & Lawful Collection

[IPP 1.2 / APP 3.5]

Personal information is collected through vetted forms, where it is provided voluntarily and directly by clients. Potential clients who cannot provide sufficient information for Algebruh to assess CSCoC and COI concerns are unable to proceed with any service until that information is provided.

APF 5. Sensitive Information

[IPP 10 / APP 3.3–3.4]

Sensitive information (such as health, disability, or learning-support needs) is only collected with consent, or where necessary to provide a safe and appropriately tailored tutoring service. Algebruh actively avoids requesting sensitive information that does not pertain to its services, and removes any such information received unnecessarily.

APF 6. Notification of Collection

[IPP 1.3 / APP 5]

At or before the time personal information is collected, Algebruh will take reasonable steps to notify the individual (or their parent/guardian) of what is being collected. Algebruh strives to provide clarity on how each piece of information is used within our service, and how it is stored and retained.

APF 7. Unsolicited Information

[APP 4]

Algebruh maintains privacy procedures for any additional information voluntarily provided by clients beyond what was requested. Sensitive information that does not concern the services Algebruh provides is removed or de-identified, following review on a case-by-case basis.

APF 8. Use for Primary Purpose

[IPP 2.1 / APP 6.1]

Personal information is only processed for the purpose disclosed at the time of collection — typically, to deliver Algebruh's tutoring service.

APF 9. Use for a Secondary Purpose

[IPP 2.1–2.2 / APP 6.2]

Personal information is used only for the purpose disclosed at the time of collection. Secondary purposes typically include internal data analysis, or other purposes required by law or authorised disclosure.

APF 10. Disclosure of Personal Information

[IPP 2.1–2.2 / APP 6]

Personal information is not disclosed to third parties except where necessary to deliver the tutoring service, required by law, or authorised by the individual. Algebruh takes steps to ensure all data is secured on trusted systems, and that integrations such as OAuth, which access information from Algebruh, are not linked to sensitive information.

APF 11. Direct Marketing

[APP 7]

Algebruh will only use personal information for direct marketing with consent, and will always provide a simple means of opting out of further marketing communications. This is disclosed to clients when they initially provide their information.

APF 12. Cross-Border / Overseas Disclosure

[IPP 9 / APP 8]

Where Algebruh uses cloud-based platforms or scheduling tools that store data on servers outside Victoria, we take reasonable steps to confirm those providers use adequate encryption, secure APIs, and comparable data-handling standards before we rely on them.

APF 13. Government-Related Identifiers

[IPP 7 / APP 9]

Algebruh does not adopt or reuse a government-issued identifier, such as a Medicare number or a government-issued student ID, as an identifier of our own. Where such details are provided (for example for NDIS-related support), they are stored only for the purpose disclosed and never repurposed as an internal unique ID.

APF 14. Data Quality & Accuracy

[IPP 3.1 / APP 10.1]

Algebruh keeps client records accurate and current by encouraging families to notify us of any changes to contact details, school, or year level, and by reviewing records periodically as part of routine database maintenance.

APF 15. Checking Before Use or Disclosure

[IPP 3.1 / APP 10.2]

Before using or sharing any personal information, such as when preparing a handover between tutors, Algebruh checks that the record is current and relevant to that purpose before it's pulled from our system or forwarded on.

APF 16. Protection from Unauthorised Access

[IPP 4.1 / APP 11.1]

Algebruh restricts access to client data through permission-based access controls and authentication measures such as OAuth and multi-factor authentication (MFA) where available, so only the tutors and staff who need the information can access it.

APF 17. Protection from Loss, Misuse & Interference

[IPP 4.1 / APP 11.1]

Client data is stored on encrypted platforms — both at rest and in transit — to protect it from loss, misuse or interference, whether accidental or deliberate.

APF 18. Security Held by Third-Party Providers

[IPP 4.1 / APP 11.1]

Where third-party platforms, such as scheduling or communication apps, hold information on Algebruh's behalf, we only work with providers that maintain appropriate security standards of their own, including documented data processing agreements (DPAs).

APF 19. Destruction or De-Identification

[IPP 4.2 / APP 11.2]

Once personal information is no longer needed, for example after a client stops tutoring with Algebruh, it is permanently deleted or de-identified from our systems and backups, unless Algebruh is legally required to retain it.

APF 20. Transparency of Privacy Practices

[IPP 5 / APP 1.3–1.6]

This Framework is Algebruh's live privacy policy — available to any client or family on request, and version-checked regularly to make sure it reflects how our systems and workflows actually operate.

APF 21. Access to Personal Information

[IPP 6 / APP 12]

Clients, or a parent/guardian on their behalf, can request to see the personal information Algebruh holds about them at any time, and Algebruh will respond within a reasonable timeframe, typically via an exported copy of their record from our database.

APF 22. Correction of Personal Information

[IPP 6 / APP 13]

If any information Algebruh holds is incorrect, outdated or incomplete, clients can ask for it to be corrected, and Algebruh will action this as soon as reasonably possible by updating the relevant record directly in our system.

APF 23. Privacy Complaints & Enquiries

[IPP 5–6 / APP 1.2, 1.4(e)]

Any privacy concern or complaint can be raised directly with Algebruh and will be looked into and responded to fairly and promptly, with an internal log kept for accountability.

APF 24. New Technology & Systems

[IPP 1, 2, 4, 5 / APP 1, 3, 6, 11]

Before adopting any new tool or system, including AI-assisted tools, Algebruh considers what information it will access, how it will be used, and what safeguards are needed — including data retention settings and whether the tool relies on third-party servers or an LLM backend.

APF 25. Children & Young People's Information

[IPP 1, 2, 4, 10 / APP 3, 5, 6, 11]

As most Algebruh clients are minors, extra care is taken at every stage, from collection through to storage and use, of a young person's information, with parents/guardians kept involved in decisions where appropriate and stricter access permissions applied to any system holding a minor's