

Privacy Policy

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Purpose

This policy focuses on the College's commitment and framework for protecting the privacy of its students and employees information, and outlines the various ways in which it ensures this protection. It applies to all collected and stored information.

Related Documents

Records Management Policy

Privacy Act - <https://www.legislation.gov.au/Series/C2004A03712>

Australian Privacy Principles -

<https://www.oaic.gov.au/individuals/privacy-fact-sheets/general/privacy-fact-sheet-17-australian-privacy-principles>

Public Records Act 1973

Definitions

Personal information: is information or an opinion that identifies an individual or allows their identity to be readily identified from such information. It includes but is not limited to information such as a person's name, date of birth, gender, address, financial information, results, marital status, indigenous status, country of birth or billing details.

Securely retain: To retain records in a manner that safeguards them against unauthorised access, fire, flood, termites or any other pests, and which ensures that copies of records can be produced if the originals are destroyed or inaccessible. Records may be in hard copy or electronic format.

Policy

- 1 The College ensures that the Administration Manager and staff are aware of and comply with the College's responsibilities under related federal and state legislation (listed above in related documents section).
- 2 The College voluntarily chooses to adopt the Australian Privacy Principles
- 3 The principles relate to:
 - Part 1 — Consideration of personal information privacy
 - Part 2 — Collection of personal information
 - Part 3 — Dealing with personal information
 - Part 4 — Integrity of personal information
 - Part 5 — Access to, and correction of, personal information
- 4 The College adopts the use of these principles only where relevant to its scope of operations

Collection of personal information

Staff

- 5 The College will collect personal information from staff in order to obtain the information required to meet employment, legal and taxation obligations.
- 6 Information collected includes general personal details, and may include details of any disability or health issue that may affect the staff member's ability to meet the requirements of their position.

Students

- 7 The College is required to collect personal information from students in order to process enrolments and obtain the information required to provide suitable training and assessment services. Where applicable information may also be required to comply with AVETMISS standards as specified by government regulators.
- 8 Information collected includes general personal details, and may include details of any disability or health issue that may affect the student's ability to undertake training and/or assessment activities.
- 9 The College will only collect personal information that is required for the purposes of employment or education, in meeting government reporting requirements, or for business functions consistent with being a private registered training organisation.
- 10 The RTO collects all personal information in writing, either from an employment application and personal details form, or an enrolment form, directly from the person whom the information is about. (Where applicable information may be collected from the parent or guardian of a student under the age of 18.)

Use and disclosure of personal information

Staff

- 11 The College uses personal information of its staff for the purposes of meeting employment requirements including payroll, superannuation and taxation.

Students

- 12 The College uses personal information of its students for the purposes of meeting state and commonwealth government reporting requirements. This personal information may also be accessed for the purposes of an audit by the regulator or state funding body. .
- 13 Personal information will not be used in any way other than those outlined in this policy, and any other ways that might reasonably be expected.

Confidential Information

The College will make all reasonable efforts to protect confidential information received from clients or partner organisations during the course of business operations. This information will not be disclosed without the prior consent of the client or partner organisation.

Access to personal information

- 14 The College will take all reasonable steps to maintain the privacy and security of personal information.
- 15 Information stored electronically is kept on a secure server or secure cloud service and access is restricted to authorised employees. It is policy of The College to allow access to personal files at any time to the person to whom those files relate, upon written request.
- 16 Staff may access their files by submitting their written application to Human Resources.
- 17 A student can receive a copy of personal information held by the College by written application to Student Administration.