Privacy Policy

RATIONAL
There are legislative requirements, under the Freedom of Information Act 1982, Information Privacy Act 2000, Public Records Act 1973 Health Records Act 2001 and other privacy legislation, that require the College to protect and manage personal and private information which directly or indirectly identifies a person.

PURPOSES
To ensure that personal information is managed so that all legislative requirements are met in relation to: disclosure requirements, collection, storage of protection and rights to gain access to this information.

GUIDELINES FOR ACTION
- Collect only information that is normally required for the performance of functions such as: employment, student enrolment, management, care, welfare, health and academic support.
- The College will not collect or use unique identifiers such as health care card or passport details unless these are required.
- Staff includes anyone who carries out a duty on behalf of the college, paid or unpaid, or who is contracted to or directly employed by the college or DET including job applicants.
- Staff will be provided with guidelines on how to manage privacy related matters
- Parent includes a step-parent, an adoptive parent, a foster parent, a guardian, and a person who has custody or daily care and control of the child.
- The College will manage the personal and private information of: employees, students and parents.
- The college will inform the person why the information is needed and how it will be handled
- Personal information will only be used for the reasonable purpose it was collected or for a reasonably related purpose.
- The College may under prescribed circumstances as outlined under Schedule 1 of the Information Privacy Act 2000 disclose personal information.
- The College will take reasonable steps to ensure personal information that is collected is accurate, complete and up to date.
- The College will take reasonable steps to protect personal information from misuse, loss or unauthorised access modification or disclosure.
- An individual may request access or correction of information under the FOI Act1982.
Complaints about possible breaches of a person’s information privacy will be dealt with according to the DET Information Privacy Complaints Handling Policy.

EXPECTATIONS
• This policy will be reviewed as part of the college’s review cycle.

1. This policy will be made available on the College’s website.

2. This policy was ratified by College Council on 11/02/2015