

Title	Privacy Policy	Type	<input checked="" type="checkbox"/> POL	<input type="checkbox"/> PRO	<input type="checkbox"/> INS
Section	Quality Assurance	Reference Number			
Endorsement Date	March 2015	Review Date	March 2017		
Version	1.0	Review Personnel	Sarah Watterson		

PURPOSE
To inform and clarify Adult Ed’s position regarding handling of personal and sensitive information it obtains about clients through its operations as a training provider.
SCOPE
This policy applies to all staff of Adult Ed, whether permanent, contract or casual, and is set out to inform all students, both current, past and potential.
PRINCIPLES
<p>Adult Ed Community College (RTO ID 6558) is a compliant organisation and takes its obligations under various legislation, standards, and contracts seriously. The organisation has quality assurance mechanisms in place to ensure ongoing compliance and continuous improvement across its operations.</p> <p>Adult Ed Community College complies with Commonwealth and State legislation and regulatory requirements on :</p> <p>WH & S Duty of care legislation Workplace harassment, victimisation and bullying Anti-discrimination, including equal opportunity, racial vilification or disability discrimination Prohibited Employment Child Care and Protection</p>

Disability Service Standards
 Fair Work Australia
 Worker Compensation
 Taxation legislation
 Vocational Education and Training
 Provision of international education and training services
 Apprenticeships and traineeships

POLICY

Adult Ed is compliant to the requirements of the Privacy Act and its associated amendments and instruments.

Without limiting the requirements of the Act, the following underpinning commitments are made by Adult Ed. The staff of Adult Ed will:

- Maintain this policy to ensure it is up-to-date with legislation
- Provide this policy free-of-charge to any person who requests it
- Not collect personal or sensitive information from students unless it is reasonably necessary for, or directly related to, one or more of Adult Ed's functions as a training provider

Ensure consent is obtained from students to collect and retain personal and sensitive information

Inform students of:

- o The purpose for which Adult Ed is collecting the information
 - o The fact that we are required to collect particular information by law or Government contract
 - o The entities that Adult Ed usually discloses personal information to

Not disclose any personal or sensitive information to a third-party unless:

- o Consent is obtained from the student to disclose the information
 - o Adult Ed is required by law to disclose it

Destroy information obtained from a third-party unless it is reasonable to expect Adult Ed would have received that information directly, and only use that information if students have been informed of the receipt of the information

Protect personal or sensitive information in a secure way including against loss, unauthorised access, use, modification or disclosure

Use personal information only for the purpose for which Adult Ed collected it, unless students have consented for it to be used for another purpose, or Adult Ed is required by law to use it

Provide opportunity for students to 'opt-out' of any direct marketing instigated by Adult Ed

Ensure the accuracy and completeness of personal information obtained from students, including that records are up-to-date and not misleading

Provide access to students to inspect personal information and associated procedure to do so (including any applicable fee)

Not retain personal or sensitive information beyond the period of time it is required unless Adult Ed is required to by law or under Government contract and the student has consented.

PUBLISHING AND COMMUNICATION

Published March 2015

Reviewed March 2016

Published on website

Authorised Officer Position	CEO	Authorised Officer Name	Sarah Watterson
Signature		Date	30 th March 2016