



## **PRIVACY POLICY**

### **Rationale:**

- Protecting the personal and health information of staff and learners is a serious moral, professional and legal responsibility that our Registered Training Organisation (RTO) recognises and accepts.

### **Aims:**

- To collect, handle, use, store and disclose personal and health information of staff and learners in a manner compliant with the *Health Records Act 2001* and the *Information Privacy Act 2000*.

### **Implementation:**

- Privacy protects individuals from harm resulting from misuse of their information.
- Privacy promotes effective service delivery by encouraging full and frank information provision.
- While Privacy legislation is detailed, practising privacy involves:  
**COLLECTING** only information the RTO needs.  
**INFORMING** people why you need the information and how we will use it.  
**DISCLOSING** only the information that is necessary for the purpose of the service.  
**ACCESSING** – providing people with access to their own records.  
**SECURING** information against unauthorised use or disclosure.
- All information collected at our RTO will be subjected to the above principles.
- All relevant information and records relating to will all be retained and stored in secure area in the office.
- All electronic data will be maintained, stored and transmitted in accordance with Department of Education and Training (DET) requirements and expectations.
- All records will be maintained and kept up to date by RTO administration staff.
- All requests for information stored at the RTO must be made to the RTO Manager or his/her delegate.
- Under no circumstances, will personal private information be disclosed to unauthorised people.

### **Evaluation:**

To be reviewed as required by developments in relevant legislation or DEECD requirements etc.

This policy was ratified by School Council on

**Signed By:**

**The Principal** \_\_\_\_\_

**School Council President** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_