

P 25 Privacy Policy and The Australian Privacy Principles

Preamble

AWC Business Solutions is committed to protecting the privacy and personal information of its staff and students. This policy covers the collection, maintenance and disclosure of such information.

Rationale

Australian Privacy Principles
Privacy Act 1988

Principles

AWC Business Solutions collects certain personal information from staff and trainees to facilitate effective and efficient service provision. AWC Business Solutions ensures the privacy of individuals in the following ways:

- only collects information with the knowledge and consent of individuals
- only uses personal information for the purposes for which it was collected
- **does not** re-sell, distribute, or share personal information to a third party without prior consent of the individual
- ensures that personal information will not be disclosed to other state institutions or authorities except if required by law or other regulation
- ensures that demographic and other statistical information is not linked to any personal information that can disclose the identity of an individual

From time to time, AWC Business Solutions may use the contact details of individuals to provide information on its training programs or other activities.

As a Registered Training Organization, AWC Business Solutions is required to collect statistical information about students, and this data is provided to State Training Authorities, Australian Skills Quality Authority and the federal Department of Education, Skills and Employment and Department of Industry, Science, Energy & Resources. This information is collected for the purpose of auditing participation and for the monitoring and reporting of training outcomes. The information students provide may be assessed by officers of these two departments and by the National Centre for Vocational Education Research (NCVER) for the above purposes.

In addition, with the implementation of the **Unique Student Identifier in January 2015, and the Student Identifiers Act 2014**, AWC Solutions understands that records of student identifiers must be protected from misuse, interference and loss and from unauthorised access, modification or disclosure. Anyone who collects personal information about an individual to apply for an identifier for the individual must destroy the information as soon as practicable after it is no longer needed for that purpose.

Individuals can gain access to the personal information held by AWC Business Solutions and provide any necessary corrections.

Other policies relating to this policy:

S2.04 Legislative Compliance Policy
S3.11 Administrative and Records Management Policy
S6.15 Client Services Policy
S7.17 Staffing Policy
Student Identifiers Act 2014

Review Date

This policy should be periodically reviewed and revised. Revisions should be made as and when required. The period between reviews must not exceed 5 yrs. The date for review of this policy is on or before **October 2026**.

Signed:

Name:

Position: Chief Executive Officer of AWC Business Solutions

Date:

The following information has been taken directly from the Office of the Australian Information Commissioner's website
(<http://www.oaic.gov.au/privacy/about-privacy>)

Australian Privacy Principles (APP's)

The Australian Privacy Principles (or APPs) are the cornerstone of the privacy protection framework in the Privacy Act 1988 (Privacy Act). They apply to any organization or agency the Privacy Act covers.

There are 13 Australian Privacy Principles and they govern standards, rights and obligations around:

- the collection, use and disclosure of personal information
- an organization or agency's governance and accountability
- integrity and correction of personal information
- the rights of individuals to access their personal information

The Australian Privacy Principles are principles-based law. This gives an organization or agency flexibility to tailor their personal information handling practices to their business models and the diverse needs of individuals. They are also technology neutral, which allows them to adapt to changing technologies.

A breach of an Australian Privacy Principle is an 'interference with the privacy of an individual' and can lead to regulatory action and penalties.

In Australia, privacy law generally relates to the protection of an individual's personal information. Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable.

The Privacy Act includes thirteen Australian Privacy Principles (APPs). The Privacy Act also contains provisions that deal with:

- tax file numbers
- credit-related information
- Health and medical research

The Privacy Act covers some small business operators (organizations with an annual turnover of \$3 million or less), including:

- a private sector health service provider — an organization that provides a health service includes:
 - a traditional health service provider, such as a private hospital, a day surgery, a medical practitioner, a pharmacist and an allied health professional
 - a complementary therapist, such as a naturopath and a chiropractor
 - a gym or weight loss clinic
 - a child care centre, a private school and a private tertiary educational institution
- a business that sells or purchases personal information
- a credit reporting body
- a contracted service provider for a Australian Government contract
- an employee association registered or recognized under the Fair Work (Registered Organizations) Act 2009
- a business that holds accreditation under the Consumer Data Right System
- a business that has opted-in to the Privacy Act
- a business that is related to a business that is covered by the Privacy Act
- a business prescribed by the Privacy Regulation 2013

With this in mind, AWC Business Solutions' systems are current and valid.