


<p>Aged & Community Services Association of NSW & ACT</p> <p>Privacy Policy</p>		<p>LC 40LD</p>  <p>Aged & Community Services Association of NSW & ACT Incorporated ABN: 13 737 853 254</p>
<p>Section(s) Revised: All Reviewed: 26/11/02; 15/3/08</p>		<p>Page: 1 of 2</p>
<p>Authorised By: Learning & Development Manager</p>	<p>Issued To: Learning & Centre Staff Trainers and Assessors</p>	

1. Overview

The ten National Privacy Principles (NPPs), found in Schedule 3 of the Privacy Act 1988 (Cth) Act, and the 12 Information protection principles in the Privacy and Personal Information Protection Act 1998 (NSW) set out privacy standards for organisations within ACT & NSW.

ACS Learning Centre recognises that the information required organising and reporting on operations and services must be secured to ensure privacy for all parties.

These principles deal with the collection, storage, access, use and disclosure of personal information. They are designed to reduce the risk of the misuse of personal information. They also allow individuals a reasonable degree of control about what happens to their personal information.

2. Definition

Personal Information

Personal information is any information or opinion about an identifiable person. This could include:

- written records about a person;
- a photograph or image of a person;
- fingerprints or DNA samples that identify a person; and
- information about a person that is not written down, but which is in the possession or control of the agency.


2. Policy

ACS Learning Centre will collect, store, access, use and disclose personal information in accordance with the Privacy Act 1988 (Cth) and the Privacy and Personal Information Protection Act 1998 (NSW).

3. Protocol

3.1 Collection

- 3.1.1 Personal information is to be collected for lawful purposes directly related to course administration and records management requirements of VETAB.
- 3.1.2 Personal information is to be collected directly from the individual concerned unless they authorise otherwise.
- 3.1.3 Individuals are to be told why personal information is being collected, who will get it, whether supplying it is mandatory or voluntary and their right to access and correct it.

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3.1.4 The ACS Learning Centre will take reasonable steps to ensure that:

- personal information collected is relevant, accurate and current during the period of enrolment in ACS programs; and
- collection of the required information does not embarrass or intrude on personal affairs.

3.2 Storage

3.2.1 Personal information will be kept for the period required by VETAB and destroyed after that period ensuring security during destruction and from unauthorised use or disclosure.

3.3 Access

3.3.1 The ACS Learning Centre will provide individuals with their information/ access to their own information to ensure Freedom of Information principles are adhered to including access without unreasonable delay and expense.

3.3.2 The ACS Learning Centre will comply with requests from individuals to amend or add information to their training records upon request.

3.4 Use

3.4.1 Prior to use/reporting the ACS Learning Centre or the member organisation will take reasonable steps to ensure personal information is up to date and complete.

3.4.2 The ACS Learning Centre is to use personal information only for the purpose for which it was collected or for VETAB reporting requirements

3.5 Disclosure

3.5.1 The ACS Learning Centre will only disclose personal information for a purpose directly related to the purpose for which it was collected and where the individual is unlikely to object, or where the individual has provided consent for that information to be provided.