

Policy Name	Policy – Privacy
Related Legislation	Privacy Act 1988 (Commonwealth) National Vocational Education and Training Regulator Act 2011 (Commonwealth) Equal Opportunity Commission Act 1986 (Commonwealth) Workplace Gender Equality Act 2012 (Commonwealth) Australian Human Rights Commission Act 1986 (Commonwealth) Freedom of Information Act 1982
Related Standards	Standard Five Informed and protected students Standard Eight Legal compliance

ITEM:	POLICY:
Purpose	This policy outlines the RST approach to meet its legal and ethical requirements in regard to the collection, storage and disclosure of personal information it holds in regard to its student population, staff, other clients and interactions with external organisations.
Scope	The policy applies to all staff and students of the RST.
Principles	<p>Principles</p> <ul style="list-style-type: none"> • In collecting personal information RST will comply with the requirements set out in state and commonwealth legislation. • RST is committed to ensuring the confidentiality, integrity and security of all information. <p>RST is committed to:</p> <ul style="list-style-type: none"> • Being responsible in maintaining and storing comprehensive records of training concerning each student. • Verifying, maintaining and storing comprehensive records of identification of each student. • Any written records concerning the student's achievements and/or behaviour being accurate and objective. • Records being safely and securely stored. • The information collected and stored serving a specific purpose. • Ensuring students do not disclose information that identifies organisations, its staff or clients. • Disclosures made to staff during pastoral care support is held in the highest confidence, unless the student is threatening self-harm or harm to others or where there may be legal obligations to report matters to others.

- RST staff having the right to seek guidance from senior staff about how to best assist the student concerned.
- Students having the right to access their personal information held by RST.

Collection of information

- In the course of its business, RST will collect information from students, potential students, associated organizations, other clients and third parties either electronically or in hard copy format; including information that personally identifies individual people.
- Information collected and stored by RST is detailed in the Records Management Policy.

Use of information

- The information supplied by individuals will only be used to provide information about study opportunities, to enable efficient administration and to maintain proper student and client records. If an individual chooses not to provide certain information then we may be unable to provide some services or appropriate information.
- Information about facilities, staff and individual students identified in the course of the business will not be shared with industry or third party, unless consent is provided.

Disclosure of personal information

- Personal information about students studying with RST may be shared with the Australian Government and designated authorities, such as Department of Industry and Skills (SA WorkReady) and the National Centre for Vocational Education Research (NCVER). This information includes personal and contact details, course enrolment details and changes, and circumstances related to funding (if applicable).
- RST will not disclose an individual's personal information to another person or
- organisation unless:
- the student has given written consent;
- The student is made aware, that information of that kind is usually passed to that person or organization ie WorkReady;
- RST believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;
- the disclosure is required or authorized by or under law;
- the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.
- Any person or organisation to whom personal information is disclosed as described in this policy is not permitted to use or disclose the information for a purpose other than the purpose for which the information was supplied to them.
- Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose

	<p>of the protection of the public revenue, RST shall include in the record containing that information, and a note of the disclosure.</p> <p>Security of personal information</p> <p>RST will take all reasonable steps to ensure that any personal information collected is:</p> <ul style="list-style-type: none"> • relevant to the purpose for which it was collected; • up to date; • complete, and; • accurately recorded. <p>RST will store securely all records containing personal information and take all reasonable security measures to protect personal information collected from unauthorized access, misuse or disclosure as outlined in the Record Management Policy.</p> <p>Right to access records</p> <p>Individuals have the right to access or obtain a copy of the personal information that RST holds about them. Requests to access or obtain a copy of personal information must be made in person to the Business Support Manager.</p> <p>There is no charge for a student to access personal information that RST holds about them. Individuals will be advised of how they may access or obtain a copy of their personal information and the applicable fees within ten (10) days of receiving their written request.</p> <p>Amendment to records</p> <p>If an individual considers the personal information that RST holds about them to be incorrect, incomplete, out of date or misleading, they can request that the information be amended.</p> <p>Where a record is found to be inaccurate, a correction will be made. Where a student requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment will be noted on the record.</p> <p>Publication of information</p> <p>This policy will be made available to students and prospective students by publication in the student handbook.</p> <p>In order to ensure that students have given their informed consent for their personal information to be disclosed to certain third parties as outlined in this policy. RST will ensure all students are informed of this policy and procedure and how to access them prior to enrolment.</p>
<p>Responsibilities</p>	<p>All students are responsible for providing complete current and accurate personal information to RST on request.</p> <p>All staff are responsible for maintaining accurate and complete records and to ensure they are securely filed.</p> <p>The Compliance Manager is responsible for overseeing full compliance with the Privacy Policy.</p>

This policy has been approved by:

Version	0.2
Last Reviewed	12/07/2019
Next Review date	12/07/2021
Approved by	CEO Caroline Graham
Review Frequency	2 year