



Macarthur Community College Inc  
RTO ID 6860

POLICY	
<b>Title</b>	<b>Privacy</b>
<b>Purpose</b> Describe policy intent	To ensure the safety and integrity of College records, and protect them by using such security safeguards, as it is reasonable to take against loss, unauthorised access, modification or disclosure, or other misuse.
<b>Scope</b> List who this policy and procedure applies to	All staff Participants The College will request only for such personal information as is necessary to enable the College to conduct its business and for no other purpose, unless the person concerned consents to its use for that purpose, its use is authorised under the Privacy Act, or it is required by NSW State Government, ASQA or NCVER for audit purposes under the provisions of the Standards for RTOs.
<b>References and legislation</b>	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Privacy Act 1988 Privacy and Personal Information Protection Act 2014 Code of Practice
<b>Definitions</b>	<b>Privacy</b> the ability to keep information or records private
<b>Policy</b>	<p>The College will provide a person, on request, with access to their personal information or will provide reason for denying access in accordance with the provisions of the Privacy Act 1988.</p> <p>We will not disclose personal information we have collected from a person to a third party without the written consent of the person concerned, except where it is required:</p> <ul style="list-style-type: none"> <li>• By law</li> <li>• To comply with Standards for RTOs and Funding Agreements/conditions (eg ASQA, NCVER, NSW Department of Education, Centrelink)</li> <li>• To lesson or prevent serious and imminent threat to an individual's life, health &amp; safety; or a serious threat to public health or public safety, or</li> <li>• As part of a necessary investigation into suspected unlawful activity, and its use or disclosure to relevant persons or authorities</li> </ul> <p>We will obtain written permission from any persons or organisation for the use of any information that refers to them, and will abide by any conditions of that permission.</p>
<b>Relevant documentation</b>	Enrolment forms Code of Conduct Relevant Funding Agreements
<b>Communication and support for staff</b>	Policies are available to all staff via electronic assess upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request
<b>Procedure</b>	Privacy
<b>Review date</b>	March 2016



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<b>Mapping to Standards for RTOs</b>	1.11, 8.5, 8.6			
<b>Version and Date issued</b>	Version	1	Date issued	01/4/15
<b>Developed By</b>	VET Manager			
<b>Approved by</b>	Principal			

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