



Policy

Privacy Policy

This policy describes the practices and procedures by which The College of Public Employment (C.O P.E.) will ensure the compliance with the relevant privacy legislation to protect the personal information and right to privacy of those which are detailed within this policy.

PURPOSE:

This policy describes the practices and procedures by which The College of Public Employment (C.O P.E.) will ensure the compliance with the relevant privacy legislation to protect the personal information and right to privacy of those which are detailed within this policy.

SCOPE:

This policy applies to all participants and persons employed by or contracted to C.O P.E.. The General Manager is responsible for the control and issuance of this policy. PROCEDURE C.O P.E. will ensure that it respects the privacy of staff, prospective staff, participants, prospective participants and employers by implementing the Australian Privacy Principles. The Australian Privacy Principles (APPs) set out how private sector organisations should collect, use, keep secure and disclose personal information. The principles give individuals a right to know that information an organisation holds about them and a right to correct that information if it is wrong. C.O P.E. will ensure it operates consistently with the APPs and only collects the personal information that is necessary for the conducts of its business, and that it will use that information in the manner for which it was intended. Review The General Manager will review the policy annually or earlier. Should there be relevant amendments to the respective Act or changes to the operations of C.O P.E. or educational environment, these changes will be analysed and updated in the policy.

Purpose for Collecting Information

The purpose for which C.O P.E. collects personal information of participants includes satisfying legal obligations, administration, to keep employers informed of the participant's progress during study and to allow C.O P.E. to discharge its duty of care. The purpose for which C.O P.E. collects personal information of job applicants, staff members and contractors include satisfying ASQA registration requirements, satisfying legal obligations, insurance purposes, administering an individual's contract of employment. Information Collected The College of Public Employment respects the importance of



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securing any form of personal information which is collected from the participant(s) and/or other Stakeholders. Information collected from participants is only utilised for the purpose gathering information on the participant as part of their enrolment, training, assessment and certification process. All data is kept securely within either a locked filing cabinet or filed electronically within a password protected database.

Provision of Information

Participant or staff information will not be provided to anyone unless C.O P.E. has permission from the participant or staff. The College of Public Employment has an obligation under Commonwealth and State legislation to provide information to certain government departments for the purpose of reporting data to the government. On occasion, the government regulatory body will require access to participant records for the purpose of auditing the RTO against the Standards for RTOs.

The RTO promotes and conducts the following policy in accordance with the privacy Amendment (enhancing Privacy Protection) Act 2012, which amends the Privacy Act 1988.

Access to Information Under the APPs

The participant or staff member can access his/her personal information and may correct inaccurate or outdated information about them. Personal details may be updated by contacting the C.O P.E. General Manager at admin@lka.net.au Should staff or participants seek access to their information we have a documented procedure requiring authorisation before this can occur.

- Access to client/candidate personal information is available on application through the C.O P.E. Administration Officer. Access to personal information will be controlled at all times.
- Access to personal information must be requested by submitting and having approved, an Access Authorisation Form. Proof of identity will be required before access is granted.
- A person requesting the information will be accompanied for the entire time they are in possession of their personal information by the C.O P.E. General Manager.

Participants

Participants will have access to all information held about them. C.O P.E. will store and use the information appropriately and limit access to only those who have a legal reason to have access to that information, or to whom the participant has given permission. Participants who request access to their information will be given full access to the details they request. No cost will be charged for them accessing their information whilst they are enrolled participants.



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Staff

Staff will have access to all information we hold on them, and we will store and use the information appropriately and limit access to only those who have a legal reason to have access to that information, or whom the staff member has given permission. Staff member who request access to their information will be given full access to the details they request. No cost will be charged for them accessing their information whilst they are employed at C.O P.E.. If the person is no longer and employee of C.O P.E., and they request access of information there may be a fee involved, the cost must be paid in advance.

Privacy Principles

C.O P.E. abides by the APPs and will not pass on participants or other staff member's information to anyone in any way that may be considered as breaching the Privacy Principles. The following Australian Privacy Principles (APPs) were downloaded from:

<http://www.oaic.gov.au/privacy/privacy-resources/privacy-guides/app-quick-reference-tool>

APP 1 — Open and transparent management of personal information Ensures that APP entities manage personal information in an open and transparent way. This includes having a clearly expressed and up to date APP privacy policy.

APP 2 — Anonymity and pseudonymity Requires APP entities to give individuals the option of not identifying themselves, or of using a pseudonym. Limited exceptions apply.

APP 3 — Collection of solicited personal information Outlines when an APP entity can collect personal information that is solicited. It applies higher standards to the collection of 'sensitive' information

APP 4 — Dealing with unsolicited personal information Outlines how APP entities must deal with unsolicited personal information.

APP 5 — Notification of the collection of personal information Outlines when and in what circumstances an APP entity that collects personal information must notify an individual of certain matters.

APP 6 — Use or disclosure of personal information Outlines the circumstances in which an APP entity may use or disclose personal information that it holds.

APP 7 — Direct marketing An organisation may only use or disclose personal information for direct marketing purposes if certain conditions are met.



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APP 8 — Cross-border disclosure of personal information Outlines the steps an APP entity must take to protect personal information before it is disclosed overseas.

APP 9 — Adoption, use or disclosure of government related identifiers Outlines the limited circumstances when an organisation may adopt a government related identifier of an individual as its own identifier or use or disclose a government related identifier of an individual.

APP 10 — Quality of personal information An APP entity must take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. An entity must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.

APP 11 — Security of personal information An APP entity must take reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. An entity has obligations to destroy or de-identify personal information in certain circumstances.

APP 12 — Access to personal information Outlines an APP entity's obligations when an individual request to be given access to personal information held about them by the entity. This includes a requirement to provide access unless a specific exception applies.

APP 13 — Correction of personal information Outlines an APP entity's obligations in relation to correcting the personal information it holds about individuals

A handwritten signature in black ink, appearing to read 'Rob Wallace', with a long horizontal line extending to the right.

Rob Wallace
General Manager
The College of Public Employment



College of Public Employment

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