



# **Riverina Community College**

## **PRIVACY POLICY**

January 2017

## Contents

PURPOSE .....	3
COMMENCEMENT .....	3
APPLICATION .....	3
POLICY .....	3
BREACH OF THIS POLICY .....	3
COMPLIANCE.....	4
MORE INFORMATION .....	4
RELATED POLICIES, PROCEDURES AND FORMS.....	4
VARIATIONS .....	4
POLICY VERSION AND REVISION INFORMATION .....	4

# PRIVACY POLICY

## PURPOSE

The management of Riverina Community College (RCC) is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

The purpose of this document is to provide a framework for RCC in dealing with privacy and confidentiality considerations.

## COMMENCEMENT

The commencement date of this policy is 1 January 2017. It replaces all other Privacy policies or procedures, whether written or not.

## APPLICATION

This Policy applies to employees, agents and contractors (including temporary contractors) of RCC, collectively referred to in this Policy as 'employees' as well as clients and students.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related.

## POLICY

RCC collects and administers a range of information for a variety of purposes. Most of this information is restricted in its circulation for privacy, confidentiality or ethical reasons.

RCC recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

RCC is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

RCC will

- Collect only information which the organisation requires for its primary functions
- Ensure that stakeholders and clients are informed as to why we collect the information and how we administer the information gathered
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent or as required by law
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders and clients with access to their own information, and the right to seek its correction in compliance with the Freedom of Information Act 1982

## BREACH OF THIS POLICY

Employees must comply with this Policy at all times. If an employee is found to have breached this Policy, they may be subjected to disciplinary action in accordance with the Professional Conduct Policy. The type and severity of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach. In serious cases, this may include termination of employment.

Examples of disciplinary action that may be taken include but are not limited to:

- counselling
- a formal warning
- demotion
- transfer to another area
- suspension;
- termination of employment

Agents or contractors (including temporary contractors) of RCC who are found to have breached this Policy may have their contracts with RCC terminated or not renewed.

## COMPLIANCE

The College's Privacy Policy and related procedures shall contribute to compliance with the following legislation and regulations:

- National Vocational Education and Training Regulator Act 2011 (Cth.)
- Standards for Registered Training Organisations (RTOs) 2015 (Cth.)
- Users' Guide to the Standards for Registered Training Organisations (RTOs) 2015
- A+E and EEO principles/guidelines
- Smart and Skilled Operational Guidelines 2016
- Privacy Act 1988
- Freedom of Information Act 1982

## MORE INFORMATION

If an employee is unsure about any matter covered by this Policy, they should seek the assistance of the RTO Manager.

## RELATED POLICIES, PROCEDURES AND FORMS

### Policies

- Privacy P+P
- Document control P+P

### Forms

- Confidentiality agreement

## VARIATIONS

*RCC reserves the right to vary, replace or terminate this policy at any time.*

## POLICY VERSION AND REVISION INFORMATION

Authorised by: RTO Manager

Original issue: 1/7/2012

Maintained by: RTO Manager

Current version: 4 (1/1 /2017)