McGibbon Institute of Trade and Business

Privacy Policy

PURPOSE OF THE POLICY

This policy and associated procedures meet the requirements of information management of Standard 4.3 of the Outcome Standards for RTOs and Compliance Requirements (Section 1) Regulator (Data Provision Requirements) Instrument 2020 and National VET Data Policy.

POLICY STATEMENTS

PRIVACY LEGISLATION AND PRINCIPLES

McGibbon Institute of Trade and Business has adopted the Australian Privacy Principles contained in the Privacy Act 1988.

COLLECTION OF PERSONAL INFORMATION

McGibbon Institute of Trade and Business collects personal information only for the purposes of its business operations. McGibbon Institute of Trade and Business also collects personal information about students undertaking nationally recognised training and discloses this information to the National Centre for Vocational Education Research Ltd (NCVER). their information is being collected and how it will be used, as well as their ability to access information held about them.

Both staff and students have the right to request that their personal information be changed.

A Privacy Notice is included in the Application for Enrolment Form and Offer Letter and Student Agreement.

All persons have the right to make a complaint or appeal in relation to privacy matters as per to ensuring the privacy and confidentiality of all of its staff, students and relevant others. regarding information management, as well as Standard 3 of the RTO Standards of Practice for McGibbon Institute of Trade and Business has adopted the Australian Privacy Principles containing the McGibbon Institute of Trade and Business collects personal information only for the purposes of its business operations.

McGibbon Institute of Trade and Business also collects personal information about students

McGibbon Institute of Trade and Business provides information to staff and students about why Staff contracts refer to privacy rights and obligations.

All personal information is kept secure and confidential at all times.

Standards for RTOs and relevant VET requirements, as well as the National VET

This policy and associated procedures outline McGibbon Institute of Trade and Business's approach

McGibbon Institute of Trade and Business's Complaints and Appeals Policy and Procedures.

information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association,

religious or philosophical beliefs, membership of a trade union or other professional body,

criminal record or health information.

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With an individual's consent, or where required or authorised by law.

PROCEDURES

1. MANAGE PERSONAL INFORMATION

Process all personal information according to the relevant procedures.

Archive personal information according to the relevant procedures.

2. PROVIDE ACCESS TO RECORDS

Review written requests for access to records.

Arrange for the individual to view their personal information as requested.

Update personal information according to any requests made.

Keep all documentation relating to access to records.

RESPONSIBILITIES

The General Manager/Authorised Representative is responsible for ensuring privacy at all times and consulting staff on WHS.

The Administration and Student Support Officer are responsible for processing all personal

McGibbon Institute of Trade and Business also collects sensitive information. Sensitive

Sensitive information will only be used by McGibbon Institute of Trade and Business:

Process all personal information according to the relevant procedures.

Archive personal information according to the relevant procedures.

Review written requests for access to records.

Arrange for the individual to view their personal information as requested.

Update personal information according to any requests made.

Keep all documentation relating to access to records.

information and providing access to records as required.