

PRIVACY POLICY

Area	Management		Classification	Governance	
Last Updated	Jun 2011	Version	2010-01	Co-ordinating Responsibility	CEO / DOS
Next Review	Dec 2011	Approved by	Janet Lawrence CEO/DOS	Distribution	Policy and Procedure Manual, Website

INTRODUCTION

Australasian Lawrence Aged Care College is subject to the provisions of the *Privacy Act 1988* (Cth) (Act) and the *Information Privacy Act 2000* (Victoria). The Act embodies 11 Information Privacy Principles which apply to collectors of personal information. ALACC is one such collector and it must therefore comply with the Information Privacy Principles.

The Act was passed by Federal Parliament at the end of 1988. The Act aims to protect personal information in the possession of federal government departments and agencies and safeguards the collection and use of tax file numbers. It therefore gives individuals rights in relation to how their personal information is handled by:

- Commonwealth and State governmental agencies;
- credit providers and credit reporting agencies;
- all who hold and use tax file numbers; and
- any organisation which requests old minor conviction information.

DEFINITION

Under the *Act* personal information is defined as:

"information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion"

Within this definition there is no distinction as to the source of the information or the forms in which it is held. It is personal information whether it is provided by an individual or generated by Australasian Lawrence Aged Care College.

POLICY

ALACC's policy on the collection, use and control of personal information by ALACC is as follows:

- (a) Personal information collected or generated by ALACC will be directly related to the functions and activities of ALACC and will be collected in a lawful and fair manner;
- (b) ALACC will use reasonable endeavours to ensure that individuals from whom it collects personal information understand what is being collected, how it is to be used

and by whom;

(c) ALACC will use reasonable endeavours to ensure that personal information it holds is of good quality and not unnecessarily intrusive upon an individual's personal affairs;

(d) ALACC will take every reasonable step to ensure the security of personal information;

(e) subject to its obligations under the *Freedom of Information Act* (both Commonwealth and State) and any other law relating to privacy ALACC will permit individuals to have access to personal information it holds about them;

(f) ALACC will use reasonable endeavours to ensure that the personal information it stores and uses is kept up to date in terms of relevance, accuracy and completeness;

(g) ALACC will use personal information only for purposes which are relevant;

(h) ALACC will not release outside ALACC the personal information it holds unless provided for by law or with the consent of the individual to whom the information relates.

APPLICATION

In the application of the policy, ALACC acknowledges the obligations it has as an institution toward the personal information it holds on individuals. It also recognises that staff of ALACC, both academic and administrative, require access to personal information consistent with their professional responsibilities to other staff and to students and that this requirement brings with it an obligation for staff to understand and acknowledge the nature and limits of their access to and use of personal information.

Just as ALACC and the staff of ALACC have obligations toward personal information so too do individuals who are required to provide that information. If ALACC is to ensure the quality and accuracy of the personal information it collects then this places an obligation upon an individual to provide relevant and accurate information to ALACC.

ALACC recognises and accepts its obligation to ensure that staff are fully aware of their responsibilities under the Act and will accordingly provide appropriate training opportunities.