

<b>Department</b>	Vocational Education & Training		<b>Author</b>	Ranges TEC Director	
<b>Quality Controlled Document No. &amp; Title</b>	RTO 5.0	Privacy Policy	<b>Approved</b>	Ranges TEC Director	
<b>Version</b>	2.0		<b>Authorised</b>	Ranges TEC Director	
<b>AQTF Standard(s)</b>	ES2.5 ES3.3 CR3		<b>Distribution</b>	Internal	Ranges TEC Staff Ranges TEC Clients
				External	Prospective Learners

## 1.0 Preamble - Federal Privacy Laws

New Federal Privacy Laws became effective from 21 December 2001. The legislation regulates the way RTOs can collect, use, keep secure and disclose personal information. RTOs are required to handle personal information in accordance with the National Privacy Principles as outlined in the legislation. Ranges TEC is bound by the *National Privacy Principles*.

An individual's right to keep their personal information private is highly important. We are committed to protecting and maintaining the privacy, accuracy and security of your personal information.

## 2.0 What kind of information does Ranges TEC collect?

Ranges TEC can collect information about:

- 2.1 Learners before, during and after the course of a Learner's enrolment at the RTO;
- 2.2 Job applicants, staff members, volunteers and contractors; and
- 2.3 Other people who come into contact with the RTO.

## 3.0 Personal information you provide

Ranges TEC will generally collect personal information held about an individual by ways of forms filled out, face-to-face meetings and interviews and telephone calls and other communications. On occasions parties may provide personal information.

## 4.0 Personal information provided by other people

In some circumstances Ranges TEC may be provided with personal information about an individual from a third party, e.g. a report provided by a medical professional or a reference from another organisation. If you provide information to us about other people, we encourage you to inform them that you have provided us with information.

## 5.0 How will the RTO use the personal information you provide?

Ranges TEC's primary purpose is for education and the duty of care of its Learners. Ranges TEC will use personal information from an individual for Ranges TEC's primary purpose and for such other secondary purposes that are related to the primary purpose.

- 5.1 To keep Learners informed about matters related to their training, through correspondence, newsletters, magazines and reports;
- 5.2 Day-to-day administration;
- 5.3 Looking after Learner's educational, social and medical well-being;
- 5.4 To satisfy Ranges TEC's legal obligations and allow the RTO to discharge its duty of care.

## 6.0 Consequences of not supplying information

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter. If you do not agree to this, please advise the Ranges TEC Director in writing.

## 7.0 Job Applicants, Staff members and contractors

In relation to personal information about job applicants, staff members and contractors, Ranges TEC's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor. The purposes for which Ranges TEC uses this information include:

- 7.1 In administering the individual's employment or contract,
- 7.2 For insurance purposes,
- 7.3 Seeking funds and marketing for Ranges TEC,
- 7.4 To satisfy Ranges TEC's legal obligations, for example, in relation to child protection legislation.

## **8.0 Who might Ranges TEC disclose personal information to?**

Ranges TEC may disclose personal information, including sensitive information, held about an individual to:

- 8.1 Another RTO, as required;
- 8.2 Government departments;
- 8.3 Medical Practitioners;
- 8.4 People providing services to Ranges TEC, including specialist visiting teacher and sports coaches;
- 8.5 Recipients of Ranges TEC publications, like newsletters and magazines;
- 8.6 Parents (where the Learner is under 18 years of age); and
- 8.7 Anyone you authorise Ranges TEC to disclose information to.

## **9.0 How will the RTO treat sensitive information?**

Sensitive information means information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or a criminal record and health information.

Unless you agree otherwise, or is allowed by law, sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose.

## **10.0 Management and security of personal information**

Ranges TEC has in place steps to protect the personal information Ranges TEC holds from misuse, loss, unauthorized access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerized records. All paper records with sensitive personal information will be stored securely. When no longer required they will be shredded.

## **11.0 Updating personal information**

Ranges TEC endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by Ranges TEC by contacting the Office Administrator at Ranges TEC at any time.

## **12.0 You have the right to check what personal information Ranges TEC holds about you**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which Ranges TEC holds about them and to advise Ranges TEC of any perceived inaccuracy. To make a request to access any information Ranges TEC holds about you or your child, obtain an Access Confidential Information Form from reception.

## **13.0 Photos for marketing and promotion**

Ranges TEC takes images (still and moving) of students to promote the school and to enhance community within the school. Ranges TEC ensures the appropriate use of images of students, including being aware of cultural sensitivities and the need for some images to be treated with special care.

Images, and student first names, may be used in: school newsletters, school magazines, emails and attachments to emails, school website, Certificate II course brochures, and appropriate social media.

Ranges TEC uses images of students for the timeframe that the student is enrolled. In some cases, where an image is used in a published form that may endure, specific ongoing permission is obtained in writing.

Parents and students can request that an image is not taken, published, or recorded at any time.

Further information may be obtained by contacting the office of the Federal Privacy Commissioner [www.privacy.gov.au](http://www.privacy.gov.au)