



Privacy & Confidentiality Policy and Procedure

1. Policy

SCAA SWTI is committed to respecting the privacy of staff, students, prospective students and employers by implementing the National Privacy Principles.

SCAA Shearer Woolhandler Training Inc. privacy policy supports and endorses the state and national privacy requirements and all staff employed by SCAA SWTI are required to abide by the provisions of the National Privacy Principles.

2. Procedure

SCAA SWTI will only use personal information as provided for the purposes for which it was collected and will not disclose your personal information to a third party.

SCAA SWTI will ensure that personal or business information will not be disclosed to other state institutions and authorities except if required by law or other regulation. SCAA SWTI will ensure that it respects the privacy of staff, prospective staff, students, prospective students and employers by implementing the National Privacy Principles and the Privacy and Data Protection Act 2014

SCAA SWTI will ensure it operates consistently with the National Privacy Principles and only collects the personal information that is necessary for the conduct of its business, and that it will use that information in the manner for which it was intended.

The Executive Officer will review the policy annually or as required. Should there be relevant amendments to the respective Act or changes to the operation of SCAA SWTI these changes will be analysed and updated in the policy accordingly.

SCAA SWTI collects personal information of students which includes: satisfying legal obligations, administration, to keep employers informed of the student's progress in the course of study, allow SCAA SWTI to discharge its duty of care.

The purposes for which SCAA SWTI collects personal information of job applicants and staff members includes: satisfying legal obligations, insurance purposes, administering the individuals contract of employment.

SCAA SWTI is required to ask for the staff members permission in writing with reference to release of information.

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SCAA SWTI collects personal information solely for the purpose of operating as a Registered Training Organisation under the Australian Skills Quality Authority Standards for Registered Training Organisations 2015. ASQA, who is the National VET Regulator (NVR), may require the release of students or staff member's personal information for the purposes of an audit.

The type of information SCAA SWTI collects and holds includes (but not limited to) personal information, including sensitive information, about: Students and parents and/or guardians before, during and after the course of a student's enrolment, Job applicants, Staff members and contractors; and other people that come into contact with SCAA SWTI.

The information media may take the form of: interviews, feedback surveys, email correspondence, telephone calls, third party information, and application forms. Data will be uploaded to SCAA SWTI Student Management System (VETtrak).

Student or staff information will not be provided to anyone unless SCAA SWTI has the permission from the student or staff member or is specifically required to provide the information by law.

For example, student information is only given to the following bodies where required:

- ASQA: Australian Skills Quality Authority
- STA: State Training Authorities, including State & Commonwealth Government funding bodies
- NCVER: National Centre for Vocational Education Research via AVETMISS Reporting
- Employers where the student is a Trainee

While students are undertaking the training, there may be times when SCAA SWTI needs to discuss the students program with internal staff member, the National VET Regulator – ASQA and the students' employer.

Access to Information

Under the National Privacy Principles, the student or staff member can access his/her personal information and may correct inaccurate or outdated information about them.

Students

Students will have access to all information held by SCAA SWTI. SCAA SWTI 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 student has given permission.

Students who request access to their information will be given full access to the details they want. No cost will be charged for them accessing their information whilst they are enrolled students, however, verification of identity will be required.

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SCAA SWTI 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.

For access to records, the staff member must meet with the Executive Officer prior to accessing the information required.

Confidentiality

Employee confidentiality is a legal principle that prevents an employee from using or disclosing to a third party any confidential information that belongs to SCAA SWTI during employment or after the employment has ended.

As an employee, disclosure or removal of confidential information in relation to SCAA SWTI may result in dismissal, or prosecution. This includes, but is not limited to, personal information of staff or students, business or financial information, intellectual property.

Intellectual property (documentation, information, processes) developed as part of employment with SCAA SWTI remains the property of SCAA SWTI and is not permitted to be removed or disclosed to a third party.

Privacy Principles

SCAA SWTI abides by the National Privacy Principles and will not pass on students or other staff member’s information to anyone in any way that may be considered as breaching the Privacy Principles.

Read and accepted by:	
NAME:	
SIGNATURE:	
DATE:	

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