

QUALITY MANAGEMENT SYSTEM

PRIVACY AND PERSONAL INFORMATION PROCEDURE

INTRODUCTION:

1. This procedure is to ensure that GippsTAFE, in conducting Institute business, applies management processes that protect and respect the privacy rights of an individual's information.
2. GippsTAFE will, at all times, comply with the requirements of the Information Privacy Act 2000 (Vic) and the Privacy Act 1988 (Cwth).
3. As such GippsTAFE has set out in a document clearly expressed detail on its management of personal information. GippsTAFE will make this information available to anyone who asks for it.

PROCEDURE:

4. GippsTAFE will:
 - 4.1 Collect only that personal information about an individual that is necessary for one or more of its functions or activities.
 - 4.2 Not use or disclose personal information without the consent of the person concerned except in exceptional circumstances where authorised by law.
 - 4.3 Take reasonable steps to make sure that the personal information it holds will be protected from misuse and loss and from unauthorised access, modification or disclosure.
 - 4.4 Take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up to date.
 - 4.5 Ensure that staff are trained on the requirements of collecting, storing and disclosing personal information and privacy details.
5. Students/clients have a right to access any of the personal information GippsTAFE has collected about them, or have it amended if it is incorrect.
6. On request by a person, GippsTAFE will advise what sort of personal information it holds, for what purposes it is held and how it is collected on their behalf. The request is to be sought by raising a Request for Personal Information form and submitting to Academic Registry, where the request will be processed.

SUPPORTING DOCUMENTATION:

Student Diary (GippsTAFE)

[Privacy Statement \(GippsTAFE\)](#)

[Request for Personal Information Form \(GippsTAFE\)](#)

RESPONSIBILITIES:

All GippsTAFE staff

REFERENCES:

[Information Privacy Act 2000](#)

[Higher Education Support Act 2003](#)

[Information Privacy Act 2000 \(Vic\)](#)

[Privacy Act 1988 \(Cwth\)](#)

DEFINITIONS:

Personal information – may include but not be limited to, contact name and details, employment status and details, education, language, cultural diversity and health information.

APPROVED BY: Institute Executive, under delegation from the Institute Board

DATE: January 2009

RESPONSIBLE OFFICER: Manager Operational Services

REVIEW BY: January 2010