

	PARADE COLLEGE RTO DIVISION
Privacy and Personal Information Policy	

Purpose

This policy ensures that Parade College – RTO Division meets its legal and ethical requirements in regard to the collection, storage and disclosure of personal information it holds in regard to its student population, staff, other clients and interactions with external organisations.

Principles

In collecting personal information Parade College – RTO Division will comply with the requirements set out in the *Privacy Act 1988 (Commonwealth)*, *Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Commonwealth)*, *Australian Privacy Principles*, *National Vocational Education and Training Regulator Act 2011*, *National VET Data Policy*, *Child Safe Standards*, *Child Wellbeing and Safety Act 2005 (Vic)* and *Student Identifiers Act 2014*.

1.1 Parade College – RTO Division is committed to ensuring the confidentiality, integrity, and security of all information.

Collection and use of Information

- 2.1 In the course of its business, Parade College – RTO Division will collect information from students, potential students, and other clients either electronically or in hard copy format; including information that personally identifies individual people.
- 2.2 Parade College – RTO Division will only collect personal information by fair and lawful means which is necessary for the functions of Parade College – RTO Division.
- 2.3 The information supplied by individuals will only be used to provide information about study opportunities, to enable efficient administration, and to maintain proper student and client records. If an individual chooses not to provide certain information, then we may be unable to provide some services or provide appropriate information.

Disclosure of Personal Information

- 3.1 Personal information about students studying with Parade College – RTO Division may be shared with the Australian Government and designated authorities, such as the Australian Skills Quality Authority (ASQA) and the National Centre for Vocational Education Research (NCVER). This information includes personal and contact details, course enrolment details and changes, competency completion and results.
- 3.2 Parade College – RTO Division will not disclose an individual's personal information to another person or organisation unless:
 - a) the individual concerned is reasonably likely to have been aware, or made aware, that information of that kind is usually passed to that person or organisation.
 - b) the individual concerned has given written consent.
 - c) Parade College – RTO Division believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;

- d) the disclosure is required or authorised by or under law; or
 - e) the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.
- 3.3 Any person or organisation to whom personal information is disclosed as described in this policy is not permitted to use or disclose the information for a purpose other than the purpose for which the information was supplied to them.
- 3.4 Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of public revenue, Parade College – RTO Division shall include in the record containing that information, a note of the disclosure.

Security of Personal Information

- 4.1 Parade College – RTO Division will take all reasonable steps to ensure that any personal information collected is:
- a) relevant to the purpose for which it was collected.
 - b) up to date.
 - c) complete; and
 - d) accurately recorded.
- 4.2 Parade College – RTO Division will store securely all records containing personal information and take all reasonable security measures to protect personal information collected from unauthorised access, misuse or disclosure.

Right to Access Records

- 5.1 Students have the right to access records of participation and results held by Parade College – RTO Division. Requests to access such information can be made to the Executive Officer – RTO Division, students should allow 24 – 48 hours for information to be retrieved. Based on the type of inquiry, students will receive the information promptly or will be informed that the information will be furnished once it's retrieved from our recording systems.
- 5.2 Access to records will exclusively be granted to the respective individual, with verification of their identity being necessary. Unauthorized access by any other individual or entity will not be permitted.

Amendment to Records

- 6.1 If an individual considers the personal information that Parade College – RTO Division holds about them to be incorrect, incomplete, out of date or misleading, they can request that the information be amended.
- 6.2 Where a record is found to be inaccurate, a correction will be made. Where a student requests that a record be amended because it is inaccurate, but the record is found to be accurate, the details of the request for amendment will be noted on the record.

Record keeping requirements – related to child safety and wellbeing

Source: <https://www.childabuseroyalcommission.gov.au/recordkeeping-and-information-sharing>

- 7.1 Ensure complete and accurate records pertaining to child safety and wellbeing, including instances of child sexual abuse.
- 7.2 Create comprehensive and precise records detailing all incidents, responses, and decisions related to child safety and wellbeing, encompassing child sexual abuse.
- 7.3 Handle records concerning child safety and wellbeing, encompassing child sexual abuse, with appropriate care.
- 7.4 Dispose of records relevant to child safety and wellbeing, including child sexual abuse, only in adherence to legal or policy guidelines.
- 7.5 Respect individuals' existing rights to access, modify, or supplement records about themselves to the maximum extent possible.
- 7.6 Minimum retention periods for records:
 - 7.6.1 Organizations involved in child-related activities are advised to retain records related to child sexual abuse, whether occurred or alleged, for a minimum of 45 years.
 - 7.6.2 This extended timeframe accommodates potential delayed disclosure by abuse victims and aligns with time limits for legal actions regarding child sexual abuse.
- 7.7 Access to records:
 - 7.7.1 Individuals whose childhood experiences are documented in institutional records should possess the right to access records pertaining to them.
 - 7.7.2 Full access should be granted unless prohibited by law.