

Privacy

Authorised by: **CEO**

Approval Date:

Purpose

This Policy explains how Emergency Management Services (EMS) protects and manages privacy of all information, including but not limited to, staff, clients and participants.

Scope

This policy relates to all information produced by or collected by the EMS.

Policy

EMS abides by the Privacy Act 1988 (Commonwealth) and keeps student information private. EMS only collects information that relates to a student's training and takes all reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure including restricted access to electronic files, secure storage of paper files and back up of data.

The privacy and the confidentiality of all personal information are fundamental to the service we provide. EMS complies with all the requirements of the National Privacy Principles of the Commonwealth Privacy Act 1988 and where they are applicable with our dealings with, clients, participants, staff and contractors.

The relevant privacy principles are summaries as:

Collection	We will collect only the information necessary for our primary function and we will advise of the purpose for which the information will be collected.
Use and Disclosure	Personal information will not be used or disclosed for a secondary purpose unless the individual has consented or prescribed exception applies.
Information Quality	We will take all reasonable steps to make sure that the personal information we collect, use or disclose is accurate, complete and up to date.
Security	We will take all reasonable steps to protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure.
Openness	EMS will advise participants, clients, staff, contractors and any other applicable person(s) on how their information will be stored and for what purpose these are retained.
Access and Correction	All participants, clients, staff, contractors and any other applicable person(s) will have access to their personal information upon request and it is their responsibility to advise of any errors that may need to be corrected.
Identifiers	This is the responsibility of the participant to obtain and will only be used for the purpose of which they were issued.
Anonymity	If possible to do so, we will work with participants to conduct training without requiring their identity to be known.
Trans-Border Data Flow	Privacy principles will apply to all documentation nationally and internationally.

Sensitive Information If sensitive information is required i.e. health, racial or criminal information, this will be requested specifically from the person(s)

EMS is required to be audited by ASQA in order to maintain registration and their representatives may access participant's files. We will only disclose information about participants or clients to others on an "as needs" basis or where required by law.

Relevant Standard, Guidelines and/or Legislation

This Privacy policy document specifically addresses SNR 5 and aspects of SNR 3.6, 8.1 of the Standards for NVR Registered Training Organisations
Australian Vocational Education and Training Management Information Statistical Standard

Related Documents

The Privacy Act 1988
Enrolment Form