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### **POLICY STATEMENT**

**Perth Boat School is committed to complying with obligation under Privacy Act 1988, and the associated national Privacy Principles (NPPs). Furthermore Perth Boat School is committed to safeguarding any confidential information obtained by Perth Boat School.**

**In doing so, Perth Boat School will ensure:**

- \* information gathered for the express purpose of training and assessment matters will not be disclosed to a third party unless prior written consent is provided by the individual concerned, except that required by law;**
- \* the secure storage of all records;**
- \* the confidentiality of all information maintained on records.**

## **PRIVACY**

### **1.0 INTRODUCTION**

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF 2007). As such, Perth Boat School is required to have effective administrative and records management procedures in place ensuring the privacy and confidentiality of all students, staff and contractors.

### **2.0 POLICY PRINCIPLES :**

**2.1 The National Privacy Principles (NPPs) relate to :**

#### **1 The collection of information**

Perth Boat School will collect personal information only for the purpose of carrying out its role in providing Training and assessment and professional development to its clients. Collection of personal information must be fair, lawful and unobtrusive. Perth Boat School will take all reasonable steps to inform students of:

- The purpose for which the information was collected
- Any law that required the information to be collected.



## **2 The use and disclosure of information**

Perth Boat School may only use or disclose the information for the purpose it was collected (primary purpose) unless the person has consented. Marketing material should advise that the person may request not to receive the material and it should set out the contact details of the firm. Personal information may be disclosed when it is necessary to assist an enforcement body to perform its function of to prevent a threat to life and ensure health and safety.

## **3 Data quality**

Perth Boat School must take reasonable steps to make sure that the personal information it collects uses or discloses is accurate, complete and up-to-date.

## **4 Data security**

Perth Boat School must take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure. Perth Boat School will ensure that all computer systems are password protected and paper files stored in locked filing cabinets with only authorised staff granted access. Breaches of this principal by Perth Boat School staff will instigate disciplinary action.

## **5 Openness**

Perth Boat School must have a policy document outlining its information handling practice and this document will be made available to any member or the public upon request. Perth Boat School will also enable access to this policy via its internet site.

## **6 Access and correction**

Perth Boat School must give an individual access to personal information it holds about that individual on written request. Exceptions apply, such as where this would pose a serious threat to life or health, it is vexatious, it impacts on another person's privacy, there are legal proceedings, or it is prejudicial to the police investigation, etc. Reasonable steps must be taken to correct information.

## **7 Identifiers**

Perth Boat School will not use an identifier that has been assigned by a Commonwealth government 'agency', for example, social security numbers for the purposes of identifying clients. The exceptions are an ABN and OoT designated student numbers for students enrolled in a Traineeship program.

## **8 Anonymity**

Perth Boat School will where practicable and lawful give people the option to interact anonymously. Where personal identity can be protected without adverse consequences, Perth Boat School will depersonalise the data before disclosure or use.



## 9 Trans-border data flow

Perth Boat School can only transfer personal information to a recipient in a foreign country in circumstances where the information will have appropriate protection such as similar privacy legislation, or with consent.

## 10 Sensitive information

Perth Boat School will not collect sensitive information unless the person has consented, or it is required by law or in special circumstances, for example, to a health services or for public health or safety.

- Perth Boat School is bound by the NPPs. However, some exemptions are contained within the NPPs with respect to matters such as the disclosure of information relating to public health or public safety, the disclosure of information with respect to law enforcement enquiries and the disclosure of particular information relating to legal proceedings and negotiations.

### 2.2 The kind of personal information held by Perth Boat School includes the following:

- Personal information collected in connection with Perth Boat School members at the time that applications for membership are made and as later required as part of the delivery of training and assessment services by Perth Boat School to those members;
- Information collected from members of the public in connection with training and assessment services relating to real estate matters;
- Information obtained by Perth Boat School through the internet site.

### 2.3 Perth Boat School holds the information referred to above for the primary purpose of enabling it to conduct the services that it provides to its members and the public.

### 2.4 Information collected

- Collection of information is fair, lawful, unobtrusive and necessary for the organisation functions. Perth Boat School advises clients, staff and trainers of the purpose for collecting information, how it is used and how they can gain access to their personal information held by Perth Boat School.
- Information is collected from potential students upon initial enquiry in order to send out course information.
- Information may be collected from students for enrolment purposes. Assessment records are kept as required by the Department Education Science and Training (DEST), the Training Accreditation Council (TAC). Information is also collected during the provision of training and assessment services. This is for the purpose of processing your registration for an Perth Boat School course and as required by the Department Education Science and Training (DEST), the Australian



Quality Training Framework (AQTF) the Training Accreditation Council (TAC) and the Office of Training Western Australia.

- Perth Boat School may conduct student surveys to collect information on the training provided.
- Personal and professional information is collected from staff and trainers to enable Perth Boat School to assess the professional standards of staff and trainers.

## **2.5 Confidentiality**

- Perth Boat School is bound by the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000 and has developed a Perth Boat School Privacy Policy.
- Perth Boat School will ensure the safeguarding of any confidential information obtained regarding participants.

## **2.6 Disclosure of Information**

- Perth Boat School will ensure that participants have access to their personal records and will disclose information relating to the individual participant on request by that individual, to that individual. Exceptions apply, such as where this would pose a serious threat to life or health, it is vexatious, it impacts on another person's privacy, there are legal proceedings, or it is prejudicial to a police investigation, etc.
- Perth Boat School will not disclose information about a participant to a third party without prior written consent of the participant.
- Perth Boat School will only disclose personal information to other parties, only where it is required to do so by law or other requirements, such as where it relates to law enforcement, health and safety or vocational education and training reporting in compliance with the AQTF such as the WA Training Accreditation Council, or as otherwise allowed under the Privacy Act 1988.

## **2.7 PERTH BOAT SCHOOL Privacy Policy**

- Perth Boat School is bound by the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000 and has developed a Perth Boat School Privacy Policy.
- Perth Boat School respects clients, staff and trainers right to privacy.
- Perth Boat School has procedures in place to ensure the integrity, currency, accuracy and completeness of information.
- Perth Boat School has procedures in place to protect personal information from misuse, loss or unauthorised access, modification or disclosure.
- Perth Boat School's privacy policy may be revised from time to time, in accordance with the Privacy Act 1988.

## **2.8 Use of Participant information**

- Perth Boat School will provide participant information to training staff or consultants on a need-to-know basis only.



- Perth Boat School only uses information collected for the expressed purpose for which it was collected, unless prior consent is obtained from the person.
- Perth Boat School does not use personal details (specifically photographs or names) in direct marketing without obtaining prior expressed permission from the person concerned.
- Perth Boat School may use personal details to advise students of forthcoming events and training courses, for direct marketing and research purposes, however only where individuals have provided their consent to receiving such information.

### **3.0 SUPPORTING DOCUMENTATION**

Perth Boat School documentation which supports the implementation of this Policy includes:

- F30\_01 Privacy Disclosure Form
- Privacy Act approvals file



#### 4.0 PROCEDURES

<b>PRIVACY</b>
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<b>Step One – Obtaining own personnel information</b>
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- 1 Should a person wish to gain access to their own information or records, confirmation of identity is first sought.

<b>Step Two – Obtaining other persons information or records</b>
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- 1 Should a person wish to gain access to another person personal records, such as assessment result, Perth Boat School must first seek written permission from the individual concerned.