



SHAFSTON
www.shafston.edu

Privacy Legislation

General

Shafston acknowledges the need to develop policy and procedures in relation to its obligations under the Commonwealth Privacy Act 1998 and the amendments incorporated by the Privacy Amendment (Private Sector) Act of 2000 (referred to in the document as "The Act").

The Registrar is the appointed Privacy Officer for Shafston.

Privacy Act 1998

Shafston abides by the 10 National Privacy Principles as outlined in The Act. The National Privacy Principles may be viewed at: <http://www.privacy.gov.au/>

It is important to Shafston that:

- a. people trust us with their information;
- b. people are confident that we respect their personal information;
- c. people are aware of just what and to whom such information may be disclosed.

Types of Information Shafston Collects

Shafston usually collects personal information from prospective / current students in keeping with its core business of providing quality vocational and educational training delivery. The type of information held by Shafston on individuals may include, but is not limited to:

- Name
- Address
- Other Personal Particulars: DoB, Photographs (ID Card type) etc
- Phone Number(s)
- E-mail Address
- Academic work submitted to Shafston
- Assessment Items
- Assessment Results

Disclosure of Information

Personal information may be disclosed as outlined under Principle 2 of The Act. Principle 2 may be viewed at this link: <http://www.privacy.gov.au/publications/npps01.html>

In brief information may be disclosed for a purpose (the secondary purpose) other than the primary purpose of collection if: (copied from Principle 2)

- a. both of the following apply:
 - (i) the secondary purpose is related to the primary purpose of collection and, if the personal information is sensitive information, directly related to the primary purpose of collection;
 - (ii) the individual would reasonably expect the organisation to use or disclose the information for the secondary purpose; or
- b. the individual has consented to the use or disclosure;

- c. if the information is not sensitive information and the use of the information is for the secondary purpose of direct marketing:

Storage of Information

Irrespective of the information held by Shafston, we will take reasonable and appropriate steps to ensure this information is not used or disclosed in an unauthorised manner. Example of such steps may include, but are not limited to:

- Restricted access to computerised information
- Restricted access to paper documentation/records
- Security measures such as lockable cabinets

Access to Personal Information

Under normal circumstances an individual may access their information. Access must be arranged in consultation with the Head of School. Should any information held be found to be wrong, Shafston will endeavour to correct such information. Shafston reserve the right to deny access where such information is used in confidential or commercially sensitive areas, or where the privacy of others may be breached if access was given as requested. In such a situation the Shafston Privacy Officer will inform the individual in writing, within 14 days of the original request of the reasons for denial.

Resolution of Concerns

Should an individual be unable to resolve any concerns, or has a concern with the privacy of their information they should contact, in writing, the Head of School at Shafston who will attempt to assist in any problem. If the concerns are not resolved to the individual's satisfaction they may choose to refer the matter to the Information Commissioner on (07) 3005 7100.