Privacy Policy & Procedure

v004 – 12 August 2017
Introduction
It is a legislative requirement that client privacy be maintained at all times. In addition, Illawarra ITeC respects the privacy of staff and students and strives at all times to ensure that the level of privacy protection achieved through its operations is the highest possible.

Purpose
The Privacy Policy and Procedure has been implemented to ensure that Illawarra ITeC complies with its privacy obligations at all times.

Scope
The Privacy Policy and Procedure applies to the entire operations of Illawarra ITeC at all times.

Responsibilities
This policy and procedure is the responsibility of the Chief Executive Officer.

Definitions
No special definitions apply to this policy and procedure.

Alignment

<table>
<thead>
<tr>
<th>Standards for Registered Training Organisations (RTOs) 2015</th>
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<td>Clauses 8.5</td>
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Policy Statement

Privacy
The Chief Executive Officer of Illawarra ITeC must:

- Ensure that only authorised employees and learners have access to learner records;
- Ensure a record of learner requests for access to personal records is maintained;
- Ensure that only authorised employees have access to employee records;
- Ensure that only authorised employees have access to stakeholder’s confidential information; and
- Restrict third party access to learners’ or employee’s personal records except as required by legislation or with the express written permission of the learner and/or their parent or guardian where relevant.

Procedure

Personal Information
The Chief Executive Officer of Illawarra ITeC must:

- Confirm that authorised employee enters learner personal information accurately;
- Ensure that such information is secure from unauthorised access;
- Ensure that employees update learner personal records when their personal information changes;
- Confirm that authorised employees enter employee personal information accurately;
- Ensure that such information is secure from unauthorised access;
- Ensure that employees update employee personal records when their personal information changes;
- Confirm that authorised employees enter stakeholder information accurately;
- Ensure that such information is secure from unauthorised access; and
- Ensure that employees update stakeholder information when their information changes.

Security
The Chief Executive Officer of Illawarra ITeC must:

- Keep all personal or stakeholder records in a secure location (both physical and electronic); and
- Keep backups in a secure location.

Archiving
The Chief Executive Officer of Illawarra ITeC must ensure that all personal and stakeholder records are archived in a secure location when no longer current.

Related Documents
Nil