Introduction
South West Institute of TAFE complies with the Victorian Privacy and Data Protection Act 2014, Commonwealth Privacy Act 1988 and the Health Records Act 2001 and with the following privacy principles referred to in those Acts:

Collection of data
The Institute will not collect personal information about an individual unless the information is necessary for one or more of its functions or activities. The Institute’s collection of personal information will be fair, lawful and not intrusive. Where the Institute collects personal information, the Institute will declare the purpose of the collection, how the information will be used, how the individual can get access to that information, and what happens if the individual does not provide the information.

Use and disclosure
The Institute will only use or disclose information for the purpose for which it was collected or for a secondary purpose which the provider of the information could reasonably expect. The Institute may have an obligation to collect information and data on behalf of the Government or other agency and pass on this information when requested. The Institute may use or disclose personal information in circumstances related to public interest, such as law enforcement and public or individual health and safety.

Data quality
The Institute will take reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.

Data security
The Institute will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

Openness
The Institute will produce a public document outlining its policies and practices for handling personal information and make this available on request, at Reception at each campus and via the Institute’s web site.

Anonymity
The Institute will give people the option to interact anonymously whenever it is lawful and practicable to do so.
Access and correction
The Institute will provide an individual with access to personal information it holds on that person upon written request and proof of identification. Where an individual can show that the information held about them is not accurate, current or complete, the Institute will take reasonable steps to correct that information. Some requests for access or amendment to information held by the Institute will need to be made under the Freedom of Information (FOI) Act. Charges for FOI access are governed by the Freedom of Information Act, its amendments and regulations.

Access to any personal information held about an individual is provided to that individual free of charge. The Institute may choose to charge a fee to make a copy of personal information. Should a fee apply, it will not be excessive.

Identifiers
Where a person is required to provide the Institute with their unique identifier from another agency (such as Centrelink), the Institute will not adopt this identifier as their own.

The Institute will only assign unique identifiers to individuals where it is necessary in order to carry out one or more of its functions or activities. Our Student ID is created for this purpose. The Institute will not make this unique identifier available to others unless obligated by Government or another agency to pass on this information as an element of data reporting.

The Institute is obliged to abide by the Student Identifiers Act 2014, and must collect, record and report a student’s USI to Government upon completion of their qualification and/or application for a student fee loan, through VET Fee Help.

Transborder data flows
The Institute will only transfer personal information to a recipient in another state or a foreign country in circumstances where the information will have appropriate protection.

Sensitive information
The Institute will not collect sensitive information unless the individual has consented, or it is required by law, or where there are other special circumstances such as those relating to health services provision and individual or public health or safety.

Other
The Institute also complies with the Internet Industry Code of Practice regarding electronic information and other applicable codes of practice.

The Institute’s existing obligations under other laws, such as providing formal access to records under the Freedom of Information Act 1982 apply.

Breaches of this policy
In the first instance, alleged privacy breaches should be referred to the area where the information was initially lodged by the individual.

If a satisfactory resolution cannot be reached at this level, the alleged breach should be submitted in writing to the Audit and Compliance Officer as the Institute’s nominated Privacy Officer:

Audit and Compliance Officer
South West Institute of TAFE
P O Box 674
WARRNAMBOOL 3280

Access and equity
The Institute is committed to adhering to access and equity principles in the implementation of this policy.