

Client Privacy and Information Confidentiality

Except where required under law, the College and its staff shall ensure that information about a client is kept confidential, safe and only accessed by clients (students or staff) to their records or by authorised personnel. Information should not be disclosed to a third party, except where required under law or under Standards for Registered Training Organisations, without the prior written consent of the person with which it is connected. To this end, College staff must:

- only obtain information relevant to the task with which they are undertaking or as required by law
- inform the student or the person with which the information is connected of the reasons for requesting this information
- file the information in a safe, confidential manner
- familiarise themselves with the Privacy Act 1988 and National Privacy Principles

Privacy and Record Keeping

The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.1988 The College may, from time to time, review and update this privacy policy statement to take account of new laws and technology and changes to its operations. All personal information held by the College will be governed by its most recent policy as reported in this policy. The College, its staff, contractors, students and stakeholders are subject to and shall comply with the Privacy Act 1988 and the National Privacy Principles.