



## PRIVACY & CONFIDENTIALITY POLICY

Camden Haven Community College embraces the intent of the Australian Privacy Principles (AAPs). The AAPs are the cornerstone of the privacy protection framework in the Privacy Act 1988 (Privacy Act). The AAPs reflect the information lifecycle, from ensuring transparency in the collection of information through to its use, disclosure, quality, security, access and correction. Some specifics to this area are detailed for our organisation in the following points.

- Staff, students and those with whom we have dealings on behalf of the organisation, have a right to the confidentiality of any personal information about them except in circumstances of legal obligation. No personal information will be divulged to an outside party without the express permission of the person concerned or in accordance with the requirements of the law, educational requirements for data or funding guideline requirements.
- Enrolment and student outcome records may be passed on for the purposes of data statistics. This is explained in student pre-enrolment information, on the enrolment form.
- Any information about the organisation that a person will receive while serving as a member of staff or a Committee Member shall remain confidential and not be communicated to any outside person or organisation. In particular, it shall not be used in any manner for personal gain.
- Staff or student telephone numbers and addresses will not be given out at any time except for the provision of class roll information for trainer at the commencement of classes. Such information is for the purpose of communicating with students in connection with the trainer's teaching obligations, and for no other reason. The information will not be released to a third party.
- Trainers' phone numbers or addresses will not be given to students who desire contact with the trainer. However, a student's request to speak to a trainer may be passed on to the trainer by a member of staff, and the student will be told that the trainer may contact them if possible. Messages will be relayed to the staff member concerned by a member of the office staff. Trainers may elect to allow communication between them and their students, for the purposes of education only.
- Only authorised members of staff will have access to staff and student records. The information will be held for the required length of time, according to law and VET record requirements, in secure storage with access controlled via the Manager.
- Access to any information on members of staff or students held on computer will only be accessible through the use of secret computer passwords.
- Staff and students may only be photographed or recorded with their permission.
- All requests for information to be released must be addressed in writing to Manager and include reference to the law or regulation under which the person seeking the information is entitled to do so. In such cases the organisation may seek our lawyers' concurrence that the information can be released.
- During the induction process and when otherwise required staff will be informed of the importance of adherence to this policy and the need for them to maintain the integrity, confidentiality and privacy of official College information.

### Camden Haven Community College Inc.

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|----------------------|----------|----------|--------------------|----------|----------|----------|---------------|----------|--|
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