



HKCC Privacy Statement

Purpose

This policy and related policies apply to Hornsby Ku-Ring-Gai Community College (HKCC) for the purpose of which is to outline the management of personal information as defined in the *Privacy Act 1988* ("the Act"). As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment with us.

Policy

HKCC is bound by law to comply with the Australian Privacy Principles (APP's). HKCC undertakes as a policy, not to interfere with an individual's privacy rights in the way we collect, use or disclose the personal information of any persons who provide HKCC with such information in the course of carrying out our functions as a college. The College at all times handles the personal information we collect, use or disclose in a responsible way, that ensures individuals a degree of control over their own personal information.

Applies to

All HKCC team members and stakeholders.

Responsibility

All team members must adhere to the requirements as set out by this policy, the related policies and any procedures to facilitate the implementation of these policies. Questions about the operation of these policies and procedures can be directed to the Principal.

Collection of information

HKCC collects personal information by the following means:

- Telephone
- E-mail
- Website
- Social Media
- In-person

Personal information, which is collected by the above means is only used for one HKCC function or activity and only for the purpose for which it was collected.

At or before the time (or as soon as practicable after), HKCC collects personal information about an individual from the individual, HKCC will take reasonable steps to ensure that the individual is aware of

- Our identity and how to contact us
- The fact he or she is able to gain access to the information
- The purpose for which the information is collected
- The organisations (or types of organisations HKCC usually discloses information of that kind)
- Any law that requires the particular information to be collected
- The main consequences (if any) for the individual if all or part of the information is not provided to HKCC.

If HKCC collects personal information about an individual from someone other than the individual, we will take reasonable steps to ensure the individual is or has been made aware of the above matters.



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HKCC takes reasonable steps to ensure the safety of personal information held. This includes appropriate collection, filing, storage and destruction procedures.

HKCC will take all necessary steps to ensure that any personal data collected, used or disclosed is up to date and accurate.

HKCC has taken all necessary steps to protect the personal information it holds from any misuse, unauthorised access, modification or disclosure. Personal information is held in both on computerised databases and in hard-copy files.

Use of personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

Disclosure of your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

HKCC will not use or disclose personal information about an individual for any secondary purpose, other than the primary purpose of the collection unless that secondary purpose is related (directly related in the case of sensitive information) to the secondary purpose and the individual would reasonably expect the disclosure in the circumstances or unless consent has been given in writing or permitted under the Act.

The related policies contain specific statements on disclosure.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.



The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

The Department of Employment and Workplace Relations (DEWR) is authorised by law, including the Privacy Act and the National Vocational Education and Training Regulator Act 2011 (NVETR Act), to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Data quality and integrity

HKCC will take all necessary steps to ensure that any personal data collected, used or disclosed is up to date and accurate.

HKCC has taken all necessary steps to protect the personal information it holds from any misuse, unauthorised access, modification or disclosure. Personal information is held in both on computerised databases and in hard-copy files.

Identifiers

HKCC does not identify any individual by any Commonwealth government identifier such as Medicare or Tax File Numbers.

Access, complaints & requests to change personal information

Where HKCC holds personal information about individuals, those individuals will be able to access that personal information upon request unless the request is frivolous or vexatious, would have an unreasonable impact on the privacy of others or access is otherwise not required by the Act.

Where HKCC holds personal information about an individual and that individual can demonstrate that the information is inaccurate, incomplete or not current, HKCC will take steps to correct, complete or update the personal information.

If there is a disagreement about the accurateness or completeness of the personal information and HKCC has been asked to associate the in dispute information with a statement by the individual that acknowledges their disagreement. HKCC will do so upon request.

Any personal information will only be changed or access granted after the individual has positively identified him or herself.

Requests for access complaints or requests to change personal information must be made to the Privacy Compliance Officer. All access requests must be directed to the Privacy Compliance Officer.

Customers can request access to view &/or change their details at any time, which must be provided within 21 days.



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If Customers request to lodge a complaint, they may do so in writing directly to the Privacy Compliance Officer whose details should be provided to the Customer.

Contact: Privacy compliance officer

The Principal

principal@hkcc.nsw.edu.au

02 9482 1189

Once received, the Privacy Compliance Officer will review the request/ complaint and contact the Customer immediately and resolve the matter within 21 days of receipt.

Third party relationships

Where HKCC has entered into third party business relationships to assist or facilitate initiatives, as per our policies and procedures, third party business providers will be made aware of and have agreed to abide by this policy to use the information for the purposes that is released to them.

HKCC Privacy policy and authorisation acknowledgement

I, _____, agree that I have given HKCC permission to disclose all necessary information related to my personal details, within the confine of the conditions of the Privacy policy.

I also acknowledge that I understand the HKCC's policies and procedures with regards to privacy and agree to comply with my responsibilities as indicated within these policies.

I sign this agreement as acceptance of the above-mentioned terms and conditions of the Privacy Policy Disclosure requirements.

Signature: _____

Date: _____