

Personal Information and Privacy

Policy

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1. PURPOSE

The Personal Information and Privacy Policy sets out AFTT's commitment and approach to protecting the individual's right to privacy in relation to the collection, management, storage, use, and disclosure of personal information and ensuring its accuracy and security.

2. SCOPE

The Personal Information and Privacy Policy applies to all AFTT's students, members of the workforce, and any individual associated with AFTT.

3. DEFINITIONS

All definitions are located in the *AFTT Glossary*.

4. POLICY

- 4.1. AFTT will only collect personal information:
 - 4.1.1. For a purpose necessary for or directly related to its functions and activities, including when it is required by law, and
 - 4.1.2. By lawful, fair, and non-intrusive means.
- 4.2. Where personal information is collected for inclusion in a record or in a generally available publication, AFTT will take reasonable steps to ensure that, before the information is collected or, if that is not practicable, as soon as practicable after the information is collected, the individual concerned is generally aware of:
 - 4.2.1. The purpose for which the information is being collected,
 - 4.2.2. If the collection of the information is authorised or required by or under law the fact that the collection of the information is so authorised or required, and
 - 4.2.3. With whom the information may be shared (such as the Australian Government).
- 4.3. Where AFTT solicits and collects personal information for inclusion in a record or in a generally available publication it will take reasonable steps to ensure that:
 - 4.3.1. The information collected is relevant to that purpose and is up to date and complete, and
 - 4.3.2. The collection of the information does not intrude to an unreasonable extent upon the personal affairs of the individual.
- 4.4. AFTT will ensure that:
 - 4.4.1. The record is protected, by such security safeguards as it is reasonable in the circumstances to take, against loss, against unauthorised access, use, modification, or disclosure, and against other misuse, and
 - 4.4.2. If it is necessary for the record to be given to a person in connection with the provision of a service to AFTT, everything reasonably within the power of AFTT will be done to prevent unauthorised use or disclosure of information contained in the record.
- 4.5. AFTT will maintain a record setting out:
 - 4.5.1. The nature of the records of personal information kept by or on behalf of the record-keeper,
 - 4.5.2. The purpose for which each type of record is kept,
 - 4.5.3. The classes of individuals about whom records are kept,
 - 4.5.4. The period for which each type of record is kept,
 - 4.5.5. The persons who are entitled to have access to personal information contained in the records and the conditions under which they are entitled to have that access, and

- 4.5.6. The steps that should be taken by persons wishing to obtain access to that information.
- 4.6. AFTT will not use the information without taking reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, up to date and complete. AFTT will not use the information except for a purpose to which the information is relevant.
- 4.7. AFTT will not disclose the information to a person, body, or agency (other than the individual concerned) unless:
- 4.7.1. The individual concerned is reasonably likely to have been aware that information of that kind is usually passed to that person, body, or agency,
 - 4.7.2. The individual concerned has consented to the disclosure,
 - 4.7.3. AFTT believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the student or of another person,
 - 4.7.4. The disclosure is required or authorised by or under law, or
 - 4.7.5. The disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.
- 4.8. Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, the record-keeper shall include in the record containing that information a note of the disclosure.
- 4.9. A person, body, or agency to whom personal information is disclosed will not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body, or agency.

5. RELATED DOCUMENTS

- 5.1. AFTT Glossary
- 5.2. Cyber Security Policy
- 5.3. Marketing Privacy and Data Collection Policy
- 5.4. Record Management Policy

6. RELEVANT LEGISLATION

- 6.1. Privacy Act 1988 (Cth)

7. POSITIONS RESPONSIBLE

- 7.1. AFTT Workforce Members

8. APPROVAL INFORMATION

Approval Authority	Governing Council
Health Check approval authority	AFTT CEO
Review date	30/09/2024

Version	Approved by	Approval date	Effective date	Modifications	Status
2.0	Academic Board	22/03/2018	22/03/2018	Refined format and position titles	Superseded
2.1	AFTT CEO	19/10/2018	19/10/2018	Reformatted, added related documents and related legislation sections,	Superseded
2.2	AFTT CEO	05/08/2021	30/09/2021	Amendments as per external reviewer's recommendations.	Current

REFERENCES and ACKNOWLEDGEMENTS

TEQSA. (2021). *Complete APP Privacy Policy and Privacy Management Plan*.

<https://www.teqsa.gov.au/for-providers/resources/complete-app-privacy-policy>