

6.3 Privacy

Statement of Intent

This policy is designed to meet the obligations of the Privacy Act, and to manage the collection, use and disclosure of information about individuals.

Board's Expectations

1. The College will appoint a Privacy Officer.
2. Personal information will only be collected and used for purposes connected with the function of the College.
3. Individuals will be informed of the purposes for which the information is being collected and held.
4. Reasonable safeguards are in place to protect information from loss, unauthorized access, improper use or improper disclosure.
5. The College takes reasonable steps to make sure personal information is correct, up-to-date, relevant and not misleading.
6. Individuals have access to information held about themselves, and may request correction of information held, or when not corrected, may require that there be attached to the information a statement of the correction requested.
7. Information may be disposed of in accordance with General Disposal Authority (GDA) under the Public Records Act.

Delegation

The implementation of this policy is delegated to the Principal.

Review date 2014

Date for next review 2017