

COMMUNITY CENTRE		
<b>Privacy Policy</b>		
Version: 4	Approved: 24 July 2023	
Administered: General Manager	Next Review: 24 July 2026	

## Policy Statement

At Wingate Ave CC, maintaining the privacy of personal information is part of creating an environment where people feel safe and their rights are protected. This Policy communicates Wingate Avenue Community Centre (Wingate Ave CC) commitment to protecting the privacy of personal information which is collected, held and administered.

## Scope

While this Policy is specifically written for employees and volunteers (including members and the Committee of Management), contractors and any person or organisation representing Wingate Avenue Community Centre to follow the Privacy Policy in connection with their work for us.

## Principles

WACC applies the following principles:

1. Recognises of the right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.
2. Collects only information which the Centre requires for its primary function.
3. Ensures that stakeholders are informed as to why we collect the information and how we administer the information gathered.
4. Promotes and protects individuals' rights to privacy.
5. Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent.
6. Stores personal information securely, protecting it from unauthorised access.
7. Provides stakeholders with access to their own information, and the right to seek its correction.

## Responsibilities

Name	Responsibilities	Timeframe
Committee of Management	<ul style="list-style-type: none"> <li>• Endorse policy &amp; procedure</li> <li>• Read and sign the Privacy, Confidentiality and Security Agreement.</li> <li>• Responsible for the implementation of this policy.</li> </ul>	Annually Annually
Managers	<ul style="list-style-type: none"> <li>• Monitoring changes in Privacy legislation</li> <li>• Reviewing this policy as and when the need arises.</li> <li>• Referrals for information disclosure.</li> </ul>	Annually
Administration, Teachers	<ul style="list-style-type: none"> <li>• Follow policy</li> <li>• Advise students on Privacy Policy &amp; Procedure</li> </ul>	Ongoing
Students	<ul style="list-style-type: none"> <li>• Follow policy</li> <li>• Sign Enrolment Privacy Statement</li> </ul>	Ongoing Annually

## Legislative Context

- Health Records Act (Vic) 2001

## Privacy Policy

- Privacy Act 1988 (Commonwealth)
- Privacy & Data Protection Act (Vic) 2014

## Related Documents


Internal	Enrolment Form
	Management of the RTO Policy
	Management of Government Funded Programs Procedure
	Privacy, Confidentiality and Security Agreement
	Records Management Policy & Procedure
External	ACFE Board Pre-Accredited Training Delivery Guide
	Australian Quality Training Framework (AQTF)
	VET Funding Contract
	VRQA Guidelines for VET Providers
	VRQA Complaints processes <a href="https://www.vrqa.vic.gov.au/complaints/Pages/making-a-complaint.aspx">https://www.vrqa.vic.gov.au/complaints/Pages/making-a-complaint.aspx</a>

## Definitions

Term	Definition
Health information	Health information means information or opinion about a person's physical, mental or psychological health or disability that is also personal information. This includes information or opinion about a person's health status and medical history.
Personal information	Personal information is information which directly or indirectly identifies a person. It includes all written, verbal, photographic and digital forms of information.
Sensitive information	Sensitive information means information or opinion (that is also personal information) about a person's racial or ethnic origin, political opinions, religion, philosophical beliefs, sexual preferences or practices, membership of a political association, professional/trade association or trade union, or an individual's criminal record.

## Superseded Versions

Privacy Policy	Version 4	July 2023
Privacy Policy	Version 3	March 2017
Privacy Policy	Version 2.3	May 2012
Privacy Policy	Version -	Undated

Approved by: ..... 

General Manager  
by Delegation of Authority