

## **PRIVACY POLICY:**

This Policy applies to the Australian Technical College – Gladstone Region (hereby named ATC-GR) and outlines our obligations in managing personal information we hold about students and other stakeholders.

The Australian Technical College – Gladstone Region is bound by the National Privacy Principles (NPPs) contained in the Privacy Act 1988.

In summary, ‘personal information’ is information or an opinion relating to an individual which can be used to identify that individual.

### **Why does ATC-GR collect personal information?**

ATC-GR collects personal information in order to conduct our business, to provide and market our products and services and to meet our legal and contractual obligations.

### **About whom do we collect personal information?**

The type of information we may collect and hold includes (but is not limited to) personal information about:

- training participants and providers;
- suppliers and their employees;
- students and school based apprentices;
- prospective employers and employees;
- employers;
- directors
- officers of government departments; and
- other people who come into contact with us and our business.

### **What kind of personal information do we collect?**

In general, the type of personal information ATC-GR collects and holds includes (but is not limited to); names, addresses, contact details, date of birth, school history including results, salary, bank and credit card details, and other information which assist us in providing our services.

In most cases, if the personal information we request is not provided, we may not be able to supply our services.

### **How do we collect personal information?**

*Personal information you provide:* ATC-GR will generally collect personal information by way of forms filled out by people, face-to-face meetings, interviews, business cards and telephone conversations.

*Personal information provided by other people:* ATC-GR may collect personal information about an individual from a third party (eg. a reference from another person or from an employer).

### **Website collection**

ATC-GR collects personal information from the web site [www.atcgr.com.au](http://www.atcgr.com.au) and through e-mails.

## **How might we use and disclose your personal information?**

ATC-GR may use and disclose your personal information for the primary purpose for which it is collected, for reasonably expected secondary purposes which are related to the primary purpose and in other circumstances authorised by the Privacy Act.

In general, we use and disclose your personal information for the following purposes:

- to conduct our business;
- to provide and market our services;
- to communicate with you;
- to purchase from you;
- to meet the requirements of our funding body;
- to comply with our legal obligations; and
- to help us manage and enhance our services.

## **To whom might we disclose your personal information? We may disclose your personal information to:**

- other companies or individuals who assist us in providing services (i.e. Apprenticeship Centre provider);
- government departments; and
- anyone else to whom you authorise us to disclose it.

We take steps to ensure that such recipients respect the confidentiality of this information by abiding by the National Privacy Policies (NPP) or equivalent privacy laws.

We may also collect your personal information from these companies and individuals, in which case we will deal with this information in accordance with this Policy.

## **Sensitive information**

Some personal information which we collect is 'sensitive information'. Sensitive information includes: information relating to a person's racial or ethnic opinions, religion, trade union or other professional or trade association membership, sexual preferences and criminal record that is also personal information, and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or directly related secondary purpose, unless you agree otherwise, or where certain other limited circumstances apply (eg. where required by law).

## **Management of personal information**

The NPP's require us to take reasonable steps to protect the security of personal information. ATC-GR personnel are required to respect the confidentiality or personal information and the privacy of individuals.

ATC-GR takes steps to protect personal information held from misuse and loss and from unauthorised access, modification or disclosure.

Where we no longer require your personal information for a permitted purpose under the NPP's, we will take reasonable steps to delete, de-identify or destroy it.

### **How do we keep personal information accurate and up-to-date?**

ATC-GR endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. We encourage you to contact us in order to update any personal information we hold about you. Our contact details are set out below. Up dating of personal information will also occur during face to face visits to ensure accuracy of information.

### **You have the ability to gain access to your personal information**

Subject to the exceptions set out in the Privacy Act, you may gain access to the personal information that ATC-GR holds about you by contacting us.

We will require you to verify your identity and to specify what information you require.

However, in the case of personal information we collect from our clients for the purposes of providing our services to those clients, access to that personal information will usually be the responsibility of the relevant client.

### **Updates to this Policy**

This Policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and the changing business environment.

### **Enquiries**

If you have any questions about privacy-related issues please contact the Chief Executive Officer:

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1/28 Beckinsale Street  
**GLADSTONE Qld 4680**

E-mail: info@atcgr.com.au  
Phone: 07 4972 3655  
Fax: 07 4972 1388

**Postal Address:**  
Australian Technical College – Gladstone Region  
PO Box 65, **GLADSTONE QLD 4680**