

## Privacy Policy

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<b>Document Management</b>	Compliance manager		
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Sydney City College of Management takes the privacy of our participants very seriously and we will comply with all legislative requirements.

These include the Privacy Act 1988 and Australian Privacy Principles.

In some cases, as required by law and as required by the Standards for Registered Training Organisations (RTOs) 2015, ESOS Act 2000 and National Code 2007, we will need to make information available to others. In all other cases we ensure that we will seek the written permission of the participant.

The ten Privacy Principles are defined below:

1. Collection - We will collect only the information necessary for one or more of our functions. The individual will be told the purposes for which the information is collected.
2. Use and disclosure - Personal information will not be used or disclosed for a secondary purpose unless the individual has consented, or a prescribed exception applies.
3. Data quality – We will take all reasonable steps to make sure that the personal information we collect, use or disclose is accurate, complete and up to date.
4. Data Security – We will take all reasonable steps to protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure.
5. Openness – We will document how we manage personal information and when asked by an individual, will explain the information we hold, for what purpose and how we collect, hold, use and disclose the information.
6. Access and correction - The individual will be given access to the information held except to the extent that prescribed exceptions apply. We will correct and update information errors described by the individual.
7. Unique Identifiers - Commonwealth Government identifiers (Medicare number or tax file number) will only be used for the

purposes for which they were issued. We will not assign unique identifiers except where it is necessary to carry out our functions efficiently.

8. Anonymity - Wherever possible, we will provide the opportunity for the individual to interact with external agencies without identifying themselves.
9. Trans-border Data Flows - The individual's privacy protections apply to the transfer of personal information out of Australia.
10. Sensitive Information – We will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.

Reviewing the above, you will realise that yours, staff members and participants privacy is protected by law. You will not seek to obtain private information about participants or staff. Equally so, you will not reveal private information about staff and participants.

### **Policy Implementation Manager**

- Operations Manager

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