

Policy Name:	Privacy	
Prepared By: Karen Todd	Policy Number: 7.3	
Authorised By: Board of Governance	Policy Group: Consumer Issues	
Date Ratified: 4 th September 2017	Review Date: September 2019	
Version: 4.0	Replaces: Version 3	

1. PURPOSE

The Board of Governance of Living and Learning Inc. is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person. The purpose of this document is to provide a framework for Living and Learning Inc. in dealing with privacy considerations.

2. SCOPE

This policy applies to all organisational areas and is binding of all staff, students and volunteers at Living and Learning Inc.

3. POLICY

Living and Learning Inc. collects and administers a range of personal information for the purposes of enrolment into programs and courses, collecting fees, maintaining student records, reporting of data to funding bodies and providing advocacy and support services. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Living and Learning Inc. recognises the essential 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 and also reflected in our Privacy Policy which is compliant with the Australian Privacy Act 1988 and the Victorian Privacy and Data Protection Act 2014.

Living and Learning Inc. is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

Living and Learning Inc. undertakes that:

- The collection and use of personal information must relate directly to the legitimate purposes of Living Learning Pakenham.

- The use and disclosure of any personal information for any other purpose must have the person’s consent. The exception to this include where there are reasonable grounds believe that disclosure is necessary to prevent a threat to life or health and where the organisation is required to provide information in response to Subpoenas or Warrants or other legal process.
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered
- The organisation will take all reasonable measures to ensure that the personal information it receives and holds is up to date and complete
- Store personal information securely, protecting it from unauthorised access.
- Provide stakeholders with access to their own information, and the right to seek its correction.
- This policy applies to all organisational areas and is binding of all staff, students and volunteers of Living Learning Pakenham.
- All personal and/or health information will be removed from our records when it is no longer required except for archival requirements.

RESPONSIBILITIES:

Living and Learning Inc.’s Board of Governance is responsible for developing, adopting and reviewing this policy.

Living and Learning Inc.’s CEO is responsible for the implementation of this policy, for monitoring changes in Privacy Legislation and for advising on the need to review, or revise this policy as and when the need arises.

4. REFERENCE

Privacy Act 1988 (Australia)

The Privacy and Data Protection Act 2014 (Vic)

5. RELATED POLICIES:

7.4 Equal Opportunity

7.6 Access and Equity