**PRIVACY PRINCIPLES POLICY**

**PURPOSE**

WA School of Pathology (WASP) is committed to support and comply with the Privacy Act 1988 (Cth) (“Privacy Act”) and the Australian Privacy Principles (“APPs”) which safeguard the rights of students, clients, employees, contractors and that information is not released where it is unlawful to do so.

**POLICY GOVERNANCE**

• Freedom of Information Act 1992

• Student Identifiers Act 2014

• Australian Privacy Principles (Cth)

• Standards for Registered Training Organisations 2015

**COLLECTION OF INFORMATION**

**1. STUDENTS**

WASP usually collects personal information (including sensitive information) when a student enrols in any course. It does not collect personal information unless that information is necessary for, or directly related to training delivery and issuance of units of competency. Information is used to provide additional support services to students who give their consent for their personal information to be used to identify a need, for instance, those with disability.

WASP also collects personal information through our website. This information is only used to improve our website and receive feedback from the community.

WASP collects sensitive information from a student for Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). AVETMISS VET data is collected under the Data Provision Requirements legislative instrument of the National Vocational Education and Training Regulator 2011.

**2. EMPLOYEES AND CONTRACTORS**

WASP collects Employee and Contractor or Prospective Employee and Contractor information for:

•Recruitment purposes

• Remuneration purposes

• Performance Management

**USE AND DISCLOSURE**

WASP will only use your information for the purposes which it was initially collected, other directly related purposes, purposes to which you otherwise consent or as permitted or required by law.

**DATA STORAGE AND SECURITY**

WASP store and hold your personal information securely through physical and electronic means. We will take all reasonable steps to ensure that your personal information is not misused, lost, interfered with or subject to unauthorised access, modification or disclosure.

We will also take action as required to destroy or permanently de-identify any personal information about you that we no longer require.

**ACCESS AND CORRECTION**

WASP takes reasonable steps to ensure personal information that we hold is accurate and up-to-date. If you believe that there is an error or aware of any changes required to your personal information,, please notify us and we will take all reasonable steps to correct any information you find inaccurate.

You may access your information at any time (subject to exceptions allowed by law).

All requests for access or correction to personal information should be made to us by email, post or phone as detailed below.

**COMPLAINTS**

Any complaint regarding treatment of your privacy by WASP should be made in writing to the contact details below.

We will contact you if we require any information from you and will notify you in writing of the outcome of the investigation and steps (if any) that we will undertake to resolve your complaint.

If you are not satisfied with our determination, you can contact us to discuss or concerns or complain to the Australian Privacy Commissioner via www.aoci.gov.au

**CONTACT US**

Postal address:

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29/9 Vision St Wangara

Perth W.A 6065

Email: wasp.admin@iinet.net.au

Phone: (08) 9302 3306

Mobile phone: 0450 642 229