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### **Purpose**

This policy is to assure compliance with relevant privacy legislation. It is to establish principles for the fair and lawful management of personal information. Staff in the organisation are guided in responsible collection and handling of personal information. It is recognised that individuals have the right to access their own personal information and to correct any errors in that information.

### **Scope**

This policy covers the management of all personal information at Career Training Institute.

### **Policy statement**

The RTO is committed to upholding the requirements of privacy legislation, including the responsible management of personal information and to protecting the right to privacy of those whose information the RTO holds.

In doing so the RTO staff will:

- collect only information necessary to fulfil its function.
- advise individuals of the purpose and collection and their rights to access that information.
- use the information only for the purpose that it is collected and related secondary purpose/s.
- disclose it only as required or permitted by the law.
- endeavour to show that information is accurate , complete and current.
- ensure the security of information and proper archiving and disposal.

### **Related documents**

Procedure – Privacy

Procedure – Student records management

Procedure – Staff records management