

# Privacy Policy

## Introduction

Wodonga Institute of TAFE complies with Victorian *Information Privacy Act 2000* and the *Health Records Act 2001* and with the following privacy principles referred to in those Acts.

## Collection of Data

The Institute will not collect personal information about an individual unless the information is necessary for one or more of its functions or activities. The Institute's collection of personal information will be fair, lawful and not intrusive. Where the Institute collects personal information, the Institute will declare the purpose of the collection, how the information will be used, how the individual can get access to that information, and what happens if they do not provide the information.

## Use and Disclosure

The Institute will only use or disclose information for the purpose for which it was collected, or for a secondary purpose which the provider of the information could reasonably expect. The Institute may use or disclose personal information in circumstances where required by law, is related to the public interest, such as law enforcement, and public or individual health and safety.

## Data Quality

The Institute will take reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up to date.

## Data Security

The Institute will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

## Openness

The Institute will produce a public document outlining its policies and practices for handling personal information and make this available on request to those who request it.

## Access and Correction

The Institute will provide an individual with access to personal information it holds on that person upon request. Where an individual can show that information held about them is not accurate, current or complete, the Institute will take reasonable steps to correct that information. Requests for access to personal information will not be entertained if the request is considered to be flippant or vexatious.

## Identifiers

The Institute will only assign unique identifiers to individuals where it is necessary in order to carry out one or more of its functions or activities. The Institute will not make this unique identifier available to others and will not adopt, as its own, a unique identifier that has been assigned by another agency.

## Anonymity

The Institute will give people the option to interact anonymously whenever it is lawful and practicable to do so.

## Trans-border Data Flows

The Institute will only transfer personal information to a recipient in another state or a foreign country in circumstances where the information will have appropriate protection.

## Sensitive Information

The Institute will not collect sensitive information unless the individual has consented, or it is required by law, or where there are other special circumstances such as those relating to health services provision and individual or public health or safety.

D. O'Brien  
CEO

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