



Privacy Policy & Procedure

Introduction

It is a legislative requirement that client privacy be maintained at all times. In addition, Williams Business College respects the privacy of staff and students and strives at all times to ensure that the level of privacy protection achieved through its operations is the highest possible.

Purpose

The *Privacy Policy and Procedure* has been implemented to ensure that Williams Business College complies with its privacy obligations at all times.

Scope

The *Privacy Policy and Procedure* applies to the entire operations of Williams Business College at all times.

Responsibilities

This policy and procedure is the responsibility of the Chief Executive Officer.

Definitions

No special definitions apply to this policy and procedure.

Alignment

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| Standards for Registered Training Organisations (RTOs) 2015 |
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| Clauses 8.5 |
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Policy Statement

Privacy

The Chief Executive Officer of Williams Business College must:

- Ensure that only authorised employees and learners have access to learner records;
- Ensure a record of learner requests for access to personal records is maintained;
- Ensure that only authorised employees have access to employee records;
- Ensure that only authorised employees have access to stakeholder's confidential information; and
- Restrict third party access to learners' or employee's personal records except as required by legislation or with the express written permission of the learner and/or their parent or guardian where relevant.

Procedure

Personal Information

The Chief Executive Officer of Williams Business College must:

- Confirm that authorised employee enters learner personal information accurately;
- Ensure that such information is secure from unauthorised access;
- Ensure that employees update learner personal records when their personal information changes;
- Confirm that authorised employees enter employee personal information accurately;
- Ensure that such information is secure from unauthorised access;
- Ensure that employees update employee personal records when their personal information changes;
- Confirm that authorised employees enter stakeholder information accurately;
- Ensure that such information is secure from unauthorised access; and
- Ensure that employees update stakeholder information when their information changes.

Security

The Chief Executive Officer of Williams Business College must:

- Keep all personal or stakeholder records in a secure location (both physical and electronic); and
- Keep backups in a secure location.

Archiving

The Chief Executive Officer of Williams Business College must ensure that all personal and stakeholder records are archived in a secure location when no longer current.

Related Documents

Nil