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# EQUIP Training Privacy Policy

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## General

EQUIP Training is bound by the Commonwealth Privacy Act 1988 as amended to 2006 to handle personal information in accordance with ten National Privacy Principles. These Principles cover the collection, storage, use and disclosure of personal information. They also give people the right to seek access to the personal information that organisations hold about them.

Truth and love should characterise all communications, both written and oral. All staff and students should seek to edify and encourage each other and to establish strong bonds of trust.

## Collection

EQUIP Training collects personal information from students in order to ensure quality of training and service. This includes name, contact details, family and physical disabilities that affect accommodation and dietary needs, educational background, RPL purposes, sponsorship and future plans. In addition, records of assessments and staff evaluations of students are kept for the same purpose.

EQUIP Training collects personal information on staff whose primary work assignment is EQUIP Training. This information is received from the member's previous assignment entity or Wycliffe Organisation and is handled in accordance with the guidelines established by the Board of Wycliffe Australia.

EQUIP Training collects name, contact details, previous teaching experience and preferences, CVs, evidence of qualifications and student evaluations on all teaching staff in order to ensure quality of service.

EQUIP Training collects name, contact details, qualifications, work experience and references from volunteer support staff in order to ensure quality of service.

EQUIP Training endeavours to ensure that all personal information collected and used is accurate, complete and up to date.

## Location

All personal files are kept in the Principal Executive Officer (PEO)'s filing cabinet which is kept locked. Student academic records are also kept on the student database. Students' academic records for individual subjects are also kept in the appropriate staff office for the duration of the semester before being transferred to the PEO's office.

A student's RPL records are also kept in the RPL office while the student is enrolled.

## Revision

All personal files will reviewed and updated regularly. Outdated and incorrect information will be removed automatically and shredded.

## **Access**

The PEO should have full access as required.

The PEO's appointee should have full access for administrative and planning purposes.

Student evaluation forms and academic records may be released to another organisation or individual only with written authorisation from the student.

Staff and students may have access to their files after consultation with the PEO or the PEO's appointee. Such access should be in the PEO's office at a mutually agreed time. Concerns about a file's contents should be dealt with promptly. Staff and students may put into their files at any time a clarification or explanation of their point of view on any matter. This right is subject to some exceptions; for example, access may not be provided to information relating to existing or anticipated legal proceedings, or where it would breach confidentiality.

## **Disposal**

The PEO or their appointee should dispose of any remaining portions of a person's file 10 years after they leave. Students' academic records, however, will be kept for 30 years.

## **Communication of confidential information**

In both oral and written communications all staff should safeguard a student's or another staff member's clearly expressed desire for confidentiality. Consent must be secured before any confidential information is shared with others. However, it is conceivable that there could be occasions in which confidences should be revealed in order to protect the welfare of the person concerned from imminent harm or to prevent harm to others.

When it is necessary to discuss confidential matters this should be done in a private location.

## **Communication of general information**

In decisions involving students' study or staff work assignments their skills and needs may sometimes need to be discussed without them being present. Such discussions should be for administrative purposes only and should only involve the appropriate staff. If significant conclusions are reached, the various factors should be discussed in a personal interview with the person concerned. Written summaries outlining the major matters discussed during the interviews should then be sent to the student or staff member, with copies to the appropriate administrators.

EQUIP Training will provide relevant personal details to appropriate Commonwealth and State authorities on request; otherwise, any information collected will not be released to anyone except by written consent of the person or persons concerned.

## **Keeping staff informed of policy**

All staff should be advised of the guidelines on confidentiality, both at the time of induction and whenever a change is made.

## **Maintenance and distribution**

This policy is to be maintained by the EQUIP Training PEO and distributed to all staff in the Staff Handbook.