



Privacy Policy

PURPOSE:

1. To ensure Perth Technical College Pty Ltd (**PTC**) trading as Australian Technical College Western Australia (**ATCWA**) maintains the privacy of personal information provided to ATCWA from staff and students.

SCOPE:

2. This document describes ATCWA Privacy Policy. The Commonwealth Privacy Act 1988 requires companies to comply with the National Privacy Principles. ATCWA is committed to the Australian Privacy Legislation in the way it collects, uses, secures and discloses personal information.

PROCEDURE:

3. ATCWA lawfully collects personal information that is necessary for business to function. The information ATCWA collects and holds will depend upon the products and services requested and may include but not limited to:

- a) Name
- b) Date of birth
- c) Address
- d) Contact details

4. ATCWA uses the information collected for the purpose disclosed at the time of collection or otherwise as set out in this Privacy Policy. ATCWA will not use any personal information for any other purpose without first seeking consent, unless authorised or required by law. Generally ATCWA will only use and disclose personal information:

- a) To establish and maintain your relationship as a customer of ATCWA
- b) To provide the products and services you have requested from ATCWA
- c) To administer and manage those products and services

5. ATCWA will have on display the following policy statement for Students/candidates.

'We will not disclose any information that we gather about our staff or students to any third party. We use the information collected only for the services we provide. No staff or student information is shared with another organisation. If staff or student information is required by a third party we will obtain written consent from the relevant staff or student prior to release of any information.'

Should staff or students seek access to their information we have a documented procedure requiring authorisation before this can occur'.



6. Access to student/candidate personal information is available on application through the Compliance Manager of ATCWA. Access to personal information will be controlled at all times.
7. Access to personal information must be requested by submitting and having approved, an Access Authorisation Form.
8. A person requesting the information will be accompanied for the entire time they are in possession of their personal information by the Administration Officer of ATCWA.