

Name of your Centre:	Pines Learning
Effective Date:	May, 2009
Pages:	2
Distributed to:	COM, Staff, Tutors and Students
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## Pines Learning PRIVACY POLICY

### **Introduction**

This document sets out the policy of **Pines Learning** in relation to the collection/handling of personal/health information.

### **Purpose**

To ensure that Pines Learning complies with the Information Privacy Act 2000 and the Health Records Act 2001 and to familiarise centre users/participants and childcare users of the principles of this privacy legislation.

### **Policy**

#### **Statement of Commitment:**

**Pines Learning** respects the privacy of all individuals. Furthermore, **Pines Learning** is committed to ensuring that all staff, committee of management and others involved in the organization comply at all times with their obligations under the Information Privacy Act 2000 and the Health Records Act 2001. The aforementioned Acts are based on Privacy Principles that can be briefly summarised as:

**Personal information (and/or health information) should be used for the purpose for which it was collected and safeguarded from misuse**

#### **Personal/Health Information:**

- PINES LEARNING currently collects/holds personal information in relation to its employees, committee of management members, volunteers, centre users/participants and childcare users.
- PINES LEARNING only collects personal or health information that is required to provide centre users/participants and childcare users with services that meet their needs.
- PINES LEARNING's contractual obligations to various funding bodies requires the collection of information in relation to participants/students/centre and childcare users. This information includes, but is not limited to :  
Home address, gender, date of birth, nationality, personal background, employment category health issues and educational qualifications

- PINES LEARNING collects personal and health information in relation to its employees, committee of management, volunteers and participants in order to meet workplace, health and safety and insurance obligations.

### **Personal/Health Information Responsibilities**

- PINES LEARNING will collect information only if necessary for an identified lawful purpose
- PINES LEARNING will ensure that the person involved knows for what purpose the information is collected
- PINES LEARNING will use and disclose information only for the purpose for which it was collected
- If the information is to be used or disclosed for other purposes, PINES LEARNING will seek the person's consent prior to disclosure
- PINES LEARNING will not disclose information unless required to do so by a legal authority
- PINES LEARNING will endeavour to ensure that the information is accurate before using it
- PINES LEARNING will implement security safeguards and disposal procedures to reduce risks of unauthorised access, use, modification and disclosure
- PINES LEARNING will remove personal information from our system when it is no longer required, unless bound by archiving guidelines
- PINES LEARNING will ensure that the person can exercise their right to have access to, and seek to correct, information held by the centre
- PINES LEARNING will provide avenues for the person to find out more about how their information is handled, and complaint procedure if they believe their information has not been handled in accordance with the relevant privacy principles