
Privacy Policy 2.2.23

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Policy Owner:	Education Lead
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ALZHEIMER'S WA

Lvl1/40 Subiaco Square Road, SUBIACO WA 6008

August 2024

Policy Statement

Alzheimer's WA will take the necessary steps to ensure the privacy of personal and sensitive information of all stakeholders including employees and students.

Purpose:

The purpose of this policy is to provide the steps to be taken by AWA when collecting, storing, using, and disseminating personal information of all stakeholders.

The steps taken should comply with the Privacy Act 1988, Australian Privacy Principles 2014, Standards for Registered Training Organisations 2015

Scope

This policy only applies to participants enrolled with Alzheimer's WA RTO in Accredited Training courses currently on scope.

The policy covers all personal information collected from students, clients, and staff through any means as part of the services provided.

Underpinning Principles/Guidelines

The privacy policy is based on the Privacy Act 1988 to protect the handling of personal information including:

- Collection of personal information from students and employees
- Use of personal information
- Storage of personal information
- Disclosure of personal information

Procedure Steps

Collection

- Collection of personal information will be undertaken for the following reasons:
- Personal information will be collected for a purpose related to students,
- The collection of the information is necessary for or related to the purpose for which the information is being collected.
- The collection of the information is authorized or required by law.
- To share with the Australian Government or the Tuition scheme
- Personal information collected should be up to date and accurate to share it with the Government agencies and other regulatory bodies as per the regulatory requirements.
- The information collected should not affect the student negatively.

- The information will be collected lawfully and ethically.

Sharing

Sharing personal information publicly will be done by getting appropriate consent from the relevant individuals. The individuals will be made aware of:

- The reason for collecting and sharing personal information.
- Who the information is being shared with
- If the collection of information is authorized by the law.

Storage

Personal information will be stored in a secure place be it digital or paper based.

All information maintained on records are confidential.

Information of students

Information of students will be collected during enquiry and enrollment into an accredited program.

Information of staff

AWA collects information from staff during the hiring process. The information may be used for promotion, administration, or provision of services. The information collected will be relevant to AWA's purpose. AWA will employ fair and reasonable practices while collecting information that will not infringe upon the privacy of staff. Information about staff members will not be released without consent except on circumstances required by law.

Related Documents

- Standards for Registered Training Organisation 2015
- Student Handbook

Revision History			
Date of Review	Summary of Revision	Revision Number	Revised By

August 2024	Created the policy	1.0.	S Reddy
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