

## Privacy

<b>Purpose:</b>	This policy has been developed to: clearly communicate the personal information handling practices of WTA; provide individuals with an understanding of the types of personal information that WTA collects and holds and how to access or correct personal information.
<b>Reference:</b>	Privacy Act 1988 (Cth) Australian Privacy Principles 2014 Information Privacy Act 2009 (Qld) National Vocational Education and Training Regulator Act 2011 (NVETR Act) (Cth) National VET Data Policy Student Identifiers Act 2014
<b>When:</b>	<ul style="list-style-type: none"> <li>• When collecting, using, maintaining and/or destroying personal information either directly or indirectly.</li> </ul>
<b>Definition/s:</b>	<p><b>Collection/ing</b> applies broadly, and includes gathering, acquiring or obtaining personal information from any source and by any means, including from:</p> <ul style="list-style-type: none"> <li>• individuals</li> <li>• other entities</li> <li>• generally available publications</li> <li>• photographs and videos, where an individual is identifiable or reasonably identifiable</li> <li>• information associated with web browsing, such as personal information collected by cookies</li> <li>• biometric technology, such as voice or facial recognition.</li> <li>• Collection may also take place when generating personal information from other data held, such as the generation of an audit log.</li> </ul> <p><b>Consent</b> means ‘express consent or implied consent’. The four key elements of consent are:</p> <ol style="list-style-type: none"> <li>1. the individual is adequately informed before giving consent</li> <li>2. the individual gives consent voluntarily</li> <li>3. the consent is current and specific, and</li> <li>4. the individual has the capacity to understand and communicate their consent.</li> </ol> <p><b>Disclose</b> means making personal information accessible or visible to others.</p> <p><b>Personal information</b> is defined as any information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> <li>• whether the information or opinion is true or not; and</li> <li>• whether the information or opinion is recorded in a material form or not.</li> <li>• Examples are an individual’s name, signature, address, telephone number, date of birth, medical records, bank account details, employment details and commentary or opinion about a person.</li> <li>• Information that has been de-identified will no longer be personal information.</li> </ul> <p><b>Record</b> includes a document or an electronic or other device. Some items are excluded from the definition, such as anything kept in a library, art gallery or museum for the purposes of reference, study or exhibition, and Commonwealth records in the open access period.</p> <p><b>Sensitive Information</b> is personal information that includes information or an opinion about an individual’s:</p> <ul style="list-style-type: none"> <li>• racial or ethnic origin</li> <li>• political opinions or associations</li> <li>• religious or philosophical beliefs</li> <li>• trade union membership or associations</li> <li>• sexual orientation or practices</li> <li>• criminal record</li> <li>• health or genetic information</li> <li>• some aspects of biometric information.</li> </ul>

	Generally, sensitive information has a higher level of privacy protection than other personal information.
<b>Scope:</b>	<p>This policy and procedure relates to the collection of personal information in the following activities:</p> <ul style="list-style-type: none"> <li>• Marketing and Promotion</li> <li>• State Training Authority Contracting</li> <li>• Client Contracts</li> <li>• Employer Resource Analysis</li> <li>• Subject Matter Experts (SME)</li> <li>• Learner Enrolment and Training Plan</li> <li>• USI</li> <li>• Assessment Activities</li> <li>• Evaluations and Surveys</li> <li>• Complaint and Appeals management</li> <li>• Industry Engagement</li> <li>• Processing requests for Information or to update Information</li> <li>• Finance Management</li> <li>• Human Resource Management</li> </ul> <p>Implementation of this policy will require reference to the following policies:</p> <ul style="list-style-type: none"> <li>• REG02 Records Management</li> <li>• MAR01 Marketing Information</li> </ul>
<b>Policy:</b>	<p>Water Training Australia (WTA) is committed to protecting the privacy of personal information:</p> <ul style="list-style-type: none"> <li>• WTA only collects personal information reasonably necessary to provide our services.</li> <li>• WTA will only use personal information for the purpose it was collected for.</li> <li>• WTA will ensure that personal information is only collected in a lawful and compliant manner.</li> <li>• All information collected is kept private, confidential, and secure in accordance with our Records Management Policy.</li> <li>• WTA does not disclose any personal information except as required by legislation or with expressed consent.</li> <li>• Unless otherwise stated information collected by WTA will not be stored or used in another country.</li> </ul> <p>When collecting personal information (or as soon as practicable after collection) WTA will inform individuals of:</p> <ul style="list-style-type: none"> <li>• Our Company Name and Contact Details</li> <li>• How and why their information is being collected</li> <li>• Any legal provision to collect or share the information</li> <li>• The consequences of failing to provide the information</li> <li>• Usual disclosure of personal information</li> <li>• If it is likely to be used in another country</li> <li>• The location of our Privacy Policy.</li> </ul> <p>WTA will take reasonable steps to ensure the information collected is accurate and complete without intrusion into an individual's personal affairs.</p> <ul style="list-style-type: none"> <li>• All information is to be kept up-to-date by review and requests to confirm current details.</li> <li>• WTA will update any personal information that is inaccurate or out-of-date by way of written request.</li> </ul> <p>Individuals are able to access the information we have on record by written request.</p>



Water Training  
Australia

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose personal information we collect about learners to the Australian Skills Quality Authority (ASQA) and the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are authorised by law (under the NVETR Act) to disclose personal information to the relevant state or territory training authority.

This policy will be reviewed annually or when relevant changes are identified.