



Document ID:	ACN0.3 Privacy Policy
Responsibility:	Managing Director
Version No:	1
Issue date:	26 October, 2006

AMENDMENT / VERSION CONTROL HISTORY:

Issue Date:	Version	Summary of Changes
26/10/06	1	Initial Privacy Policy adapted from ACL

PURPOSE AND SCOPE:

ACN meets the requirements as set out in the Federal Government's **Privacy Amendment (Private Sector) Act 2000**. This affects how ACN collects, stores, uses and discloses personal information.

POLICY

1. ACN is committed to protecting the privacy of personal information which it handles. Personal information is information that directly or indirectly identifies a person.
2. ACN collects and handles a range of personal information for the purpose of providing services. ACN also collects some personal information for the planning, monitoring and evaluating of services. Where practicable this information is de-identified prior to being used for these purposes.
3. In accordance with our responsibilities, the services that ACN provides relate primarily to the provision of tertiary teaching and education.
4. ACN recognises that the nature of these services means that much of the information handled is sensitive.
5. ACN recognises that privacy principles protect personal information both as a matter of individual right, and to support the public and consumer interest in ensuring that La Trobe University can collect information necessary to establish entitlements to its services.
6. ACN recognises the essential right of individuals to have their information handled in ways which they would reasonably expect - protected on the one hand, and made accessible to them on the other.
7. ACN has adopted the Information Privacy Principles contained in the Privacy Amendment (Private Sector) Act 2000 in relation to handling personal information.

In broad terms this means that ACN:

- Collects only information which is needed for a specified primary purpose;
- Ensures that the person knows why the information is collected and how it will be handled;
- Ensures that the person knows that they are able to access the information held about them;
- Uses and disclose the information only for the primary or a directly related purpose, or for another purpose with the person's consent (unless otherwise authorised by law);
- Disclose the information in emergencies or exceptional circumstances.
- Stores it securely, protecting it from loss, misuse and unauthorised access and modification; and
- Retains it for the period authorised by the Public Records Act 1973;
- Provides the person with access to their own information, and the right to seek its correction.



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RESPONSIBILITIES

The **Managing Director** is responsible for overseeing the application of the policy.

Heads of Business Units (**Directors**) are responsible for ensuring that unit staff understand privacy obligations and comply with them.

Managers are responsible for

- Implementing secure storage procedures
- Reviewing the nature of the information collected in response to program changes
- Implementing reasonable steps to ensure the personal information collected is accurate, complete and up-to-date
- Ensuring all members of staff understand and comply with privacy obligations.

Staff responsible for collection of information for registration of students must ensure that the person understands

- How to contact ACN
- How to access their own information
- The purpose for the collection of information
- The organisations that the information may be made available to
- The consequences for the individual if they do not provide information.

Staff are responsible for complying with ACN's privacy policy and obligations.

REFERENCES:

Policy Number:	Policy Title
FORM ENR3.3.1 F5	ACN Data Collection, Use & Disclosure Consent
REFERENCE ACN 0.3 R1	National Privacy Principles (Extracted from the Privacy Amendment (Private Sector) Act 2000