

PRIVACY POLICY

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Introduction

The National Executive Committee of ACWA is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Purpose

The purpose of this document is to provide a framework for ACWA in dealing with privacy considerations.

Authorisation

Lynda Ford
Chief Executive Officer
ACWA



Policy

ACWA collects and administers a range of personal information for the purposes of approval of courses, assessment of qualifications and skills for the purposes of migration and membership application assessment applications. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

ACWA recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

ACWA is bound by Victorian Privacy Laws, the Information Privacy Act 2000, as well as other laws, which impose specific obligations when it comes to handling information. The organisation has adopted the respective Privacy Principles contained in the Victorian Privacy Laws as minimum standards in relation to handling personal information.

In broad terms this means that we:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

ACWA will adhere to the Procedures outlined below.

Procedures

Collection

ACWA will:

- Only collect information that is necessary for the performance and primary function of ACWA.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.



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Use and Disclosure

ACWA will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose such as, in the case of skills and qualifications, when requested to do so by the Department of Immigration and Citizenship.
- For other uses we will obtain consent from the affected person.

Data Quality

ACWA will:

- Take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform.

Data Security and Retention

ACWA will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with Administration & Records Management Policy.

Openness

ACWA will:

- Ensure stakeholders are aware of ACWA's Privacy Policy and its purposes.
- Make this information freely available.



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Access and Correction

ACWA will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up-to-date.

Anonymity

ACWA will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to third parties

ACWA:

- Can only release personal information about a person or organisation with that person's expressed permission. For personal information to be released, the person concerned must sign a release form.
- Can release information to third parties where it is requested by the person concerned, by an Act of law, or where the omission of the information would constitute ACWA's breach of legislation.

Responsibility

ACWA's National Executive Committee is responsible for adopting this policy.

ACWA's National Executive Committee, CEO and all staff members, contractors and volunteers are responsible for the implementation of this policy.

ACWA's CEO is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.