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RELATED DOCUMENTS:	Privacy and Data Protection Act (<i>amended</i>) 2014 (Vic) Privacy Act 1988 (Commonwealth) Student Identifiers Act 2014 (Commonwealth) Health Records Act 2001 Freedom of Information Act 1982 VPDSF Protective Data Security Plan South West TAFE's Privacy Statement

Introduction

South West TAFE (We) complies with the Victorian *Privacy and Data Protection Act 2014*, Commonwealth *Privacy Act 1988* and the *Health Records Act 2001* and with the following privacy principles referred to in those Acts.

Collection of data

We will not collect personal information about an individual unless the information is necessary for one or more of our functions or activities. Our collection of personal information will be fair, lawful and not intrusive. Where we collect personal information, we will declare:

- the purpose of the collection,
- how the information will be used,
- how the individual can get access to that information, and
- what happens if the individual does not provide the information.

Use and disclosure

We will only use or disclose information for the purpose for which it was collected; for a secondary purpose which the provider of the information could reasonably expect; or where they have provided us with permission to do so. We may have an obligation to collect information and data on behalf of the Government or other agency and pass on this information when requested. We may use or disclose personal information in circumstances related to public interest, such as law enforcement and public or individual health and safety.

Data quality

We will take reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete and up-to-date.

Data security

We will take reasonable steps to protect the personal information we hold, from misuse and loss and from unauthorised access, modification or disclosure.

Openness

We will produce a public document outlining our policies and practices for handling personal information and make this available on request, at Reception at each campus and via our website.

Anonymity

We will give people the option to interact anonymously whenever it is lawful and practicable to do so.