



Privacy Policy

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Introduction:

Foundation Learning Centre is committed to ensuring the privacy of members and must comply with the:

- * the Privacy Act 1988 (Privacy Act) including all amendments as well as the Australian Privacy Principles (APPs) operational from 12 March 2014
- * Information Privacy Act 2000 (Vic) (IPA)
- * Health Records Act 2001(Vic) (HR Act)
- * any additional laws in relation to the appropriate funding bodies.

Purpose:

To establish and maintain a common understanding of privacy to protect personal, health or sensitive information collected and used by Foundation Learning Centre.

Definitions:

Personal Information means information that is recorded in any medium about an individual whose identity is apparent, or can reasonably be determined from the information provided.

Health Information is defined as including information about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.



Sensitive Information is defined as information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association memberships, sexual preferences, or criminal record, which is also classified as personal information.

Data Collection and Use:

Foundation Learning Centre will only collect information required for a specific purpose and ensure that the informant knows why the information is being collected and how the information will be utilised.

Foundation Learning Centre will only use and disclose information for the specified purpose, and for other purposes with consent, unless authorised by law.

Data Storage & Access:

Information will be stored securely and retained for the designated period, with protection from unauthorised access. All reasonable steps will be taken to permanently de-identify personal, health or sensitive information when no longer required. Provide authorised persons access to their personal, health or sensitive information, provided by them, that is held at Foundation Learning Centre and to make amendments when necessary as authorised by the designated Acts. No charges will be levied for access to a person's own information.

Further Information:

For more detailed information about The Acts, contact the Privacy Commissioner's Office or visit the Privacy Website at <http://www.privacy.vic.gov.au>