

1.8 Privacy and Confidentiality Policy



Policy Number : 1.8	Approved by Board
ASQA: Standards 7,8 RTO:1252	Date: 2/3/2021 Review: Feb 2027

Privacy & Confidentially

WRCC will abide by all legislation relating to privacy and confidentiality. To this end, the college operates, and purchases systems, software to maintain the organisation's records and the storage of such records are maintained in structures protected by a password. Further, only appropriately inducted and credentialed WRCC Employees and or Volunteers will be provided to access to systems and or software programs, and stored information.

Additionally, access to any or all files will be provided to employees and or volunteers on a need's basis only. The CEO remains responsible for determining employee access and for systems providing access to WRCC information systems.

The college also ensures where college records, information, documents are located within Cloud storage systems. Such digital storage will be located within the geographic boundaries of Australia.

Procedure

1. The Federal [Privacy Act 1988](#)

- sets privacy standards for dealing with personal information
- applies to the Australian Government (Commonwealth) and ACT government agencies
- applies to private sector organisations across Australia
- is administered by the Office of the Federal Privacy Commissioner

2. The [Privacy and Personal Information Protection Act 1998](#) (NSW)

- sets privacy standards for dealing with personal information
- applies to NSW state and local government agencies
- is administered by Privacy NSW

The college through maintenance of a variety of systems and control of access through password protection ensures only duly credentialed employees have access to Personal information attributed to the Colleges clients, students, customers.

In the management of hard copy files prior to digitalisation. Such information will be maintained and stored in areas only accessible by college employees and or volunteers (See Employee induction process and Employee handbook). All employees will

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maintain personal workspaces in such a way as to ensure a person's privacy is not breached. To be clear, this means student, customer personal files are not displayed in areas which compromise individuals privacy.

Additionally, the College will maintain Employee HR records in such structures only accessible by the CEO and the WRCC Office Manager.

Cyber Security Training for all WRCC employees

All WRCC Employees will be made aware of Cyber safety training to ensure personal actions do not act to open doorways into digital platforms maintained by WRCC to permit the storage of any individuals' personal data.

Such training will take place at time of induction and will also be regularly refreshed through staff meetings and forum.