

Advance OHS

Privacy of Information Policy

The Information Privacy Act (2000) and the *Health Records Act 2001* protect the right to privacy of all. As a student or staff member of Advance OHS, your privacy is protected by these acts. This policy aims to define the parameters for the collection, handling and storage of information while at the same time establishing a procedure for dealing with complaints related to breaches of the policy. The Privacy Policy applies across all sections of Advance OHS in relation to all information, electronic and hard copy files and documents.

Personal Information

Advance OHS will only collect personal information that is necessary to our operation. Collection of such information will be undertaken in such a manner as to be seen to be lawful and fair and not intrusive.

When we collect personal information directly from an individual (for example when a student applies for a course or a prospective employee applies for a position), it will take reasonable steps to ensure that the individual

- is aware of the purposes for which Advance OHS is collecting the information;
- is aware of the organisations (or types of organisations) to which Advance OHS would normally disclose information of that kind;
- is able to access the information
- has accurate contact information for Advance OHS

Purpose of collecting information

Information is collected for:-

- Enrolment in Advance OHS Courses
- Provision of access to Advance OHS facilities
- Maintenance of Student Records and Results
- Communication with previous, current and prospective students in relation to our Activities
- Participation in Research
- Maintenance of Records of External Parties including government departments
- Other reasons directly related to our activities

Information Disclosure

Advance OHS will not disclose personal information to other third parties without the consent of the individual, except where the disclosure is authorised under privacy laws.

Security of information

Advance OHS will take all reasonable steps to protect the personal information held from misuse and loss and from unauthorised access, modification or disclosure. This will include ensuring that all electronic systems are protected through electronic passwords, and departments that hold hard-copy files not stored in the Administration Section are secure. We will also ensure that electronic back-up copies are safely secured.

Removal/ Destruction of Information

While all records will be securely stored until no longer needed, Advance OHS will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which information was provided. Personal information will only be removed/ destroyed by secure means.