

# TRPP011a

## Privacy Policy Statement

Mount Pleasant Baptist Community College (MPBCC) is a Registered Training Organisation (No 52297) offering a number of nationally recognised VET-level courses. A condition of registration, according to Standard 8 of the *Standards for Registered Training Organisations 2015*,<sup>1</sup> is that MPBCC must observe the following:

“8.5 The RTO complies with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations.

8.6 The RTO ensures its staff and clients are informed of any changes to legislative and regulatory requirements that affect the services delivered.”

### General

MPBCC is committed to ensuring that its organisational and operational procedures are compliant with Australian Privacy Principles, which are contained within Schedule 1 of *The Privacy Act 1988*. To facilitate this objective, and in order to meet the conditions of registration listed above, this Privacy Policy Statement details the manner in which Mount Pleasant Baptist Community College deals with personal information related to its clients.

### Policy Content

- 1) Mt Pleasant Baptist Community College (MPBCC) is bound by the Australian Privacy Principles contained within *The Privacy Act 1988*.
- 2) College Management and Staff will not disclose personal details or information gathered about staff or clients to any third party without written permission from the individual or group to whom the request relates.
- 3) Information collected by MPBCC is solely for the use of the College and will only be used to assist record-keeping, monitoring and improving service delivery to our clients.
- 4) No information about the organisation, its staff or clients will be shared with any other organisation other than that which is required under State or Commonwealth Law.
- 5) Should a third party require information relating to the staff, students or clients of the college, written consent must be obtained from the relevant individual or group prior to release of any information.
- 6) Should a third party seek information relating to the organisation then the permission of the Head of College must be obtained in writing prior to the release of said information.
- 7) Should staff or a client of MPBCC seek access to their own personal information, then MPBCC procedure must be followed, including obtaining written approval from the Head of College, or Chief Executive Officer prior to the release of information.
- 8) Should it be discovered that information has inadvertently or accidentally been released to an outside party, then the individual or groups to whom this information relates must be informed of the leak at the earliest possible time.

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<sup>1</sup> The Standards for Registered Training Organisations 2015 are available at <http://www.comlaw.gov.au/Details/F2014L01377/Download> [accessed 13th May 2015].

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