1. Policy Summary

Baseline Training will collect information, manage, use it, and disclose it in a way that complies with the Privacy Act 1988 (Commonwealth), as amended in the Privacy Amendment (Private Sector), 2000.

2. Policy Statement

The following statements are intended to communicate Baseline Training's intentions in a clear manner:

Collecting of information:

Baseline Training will:

- Only collect information for lawful purposes related to its business activities
- Only collect information that is necessary; and do so by lawful means
- Where possible collect information about an individual only from that individual
- Where information is provided by another person, ensure that collection has been authorised by the individual concerned, or by someone who is legally authorised to act on their behalf
- Only collect information by lawful and fair means and not in an unreasonably intrusive way

Baseline Training will declare to individuals from whom information is collected:

- The purpose of collecting any personal information
- Their ability to gain access to their own information
- Any laws that require the particular information to be collected
- The main consequences (if any) for an individual if all or part of the information is not provided
- How the information will be processed and protected
- Their right of access to personal information

Baseline Training will responsibly manage the information and in doing so:

- Take reasonable steps to ensure that personal information held is relevant to the purpose for which it is collected, accurate, up-to-date and not misleading
- Retain personal information for no longer than is required by law; then dispose of it in accordance with approved methods

- Protect archived personal information from loss or unauthorised access, use, disclosure, or misuse; and from inappropriate modification
- Provide all reasonable access to personal information by the individual concerned
- Only disclose personal information outside Baseline Training where its disclosure has the consent of the individual to whom it relates in writing

3. Responsibilities

- All Baseline staff

4. Related Legislation/Policies/Procedures

- Privacy Act 1988
- SNR 16.6

5. Related Forms and Attachments

- Baseline Enrolment Form
- Baseline Registration Form
- Baseline Training Evaluation Form
- Baseline Request for Training Records Form

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