

UTP38 – Privacy Policy

Title: UTP38 - Privacy Policy

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1. Policy

This privacy policy describes the ways in which UTA Institute of Technology (UTAIT) deals with personal information and other data collected through its operation.

2. Scope

This policy applies to all staff and all areas of UTAIT.

3. Responsibilities

The Director - Compliance/ or delegation is responsible for the implementation of this policy.

4. Related documents

- UTF01 Application for Enrolment Form
- UTP24 - Records Management Policy and Procedure

5. Policy

UTAIT respects the privacy of individuals, and will be open about the way it handles all personal and health information given to the institute by staff, students and members of the public.

UTAIT will collect, use, disclose and manage personal and health information in accordance with the Information Privacy Act 2000 (Vic).

UTAIT will collect personal information only where this is necessary for one or more of its functions or activities.

UTAIT will collect information fairly, and where possible directly from the individual. Sensitive information will be collected only with the individual's consent or as required or authorised by law.

When UTAIT collects information about an individual, it will take reasonable steps to inform the individual of:

- the purposes for which the information is collected
- to whom UTAIT would usually disclose this kind of information (if applicable)
- any law that requires the particular information to be collected
- the main consequences (if any) for the individual if he or she does not provide all or part of the information.

UTAIT may only use or disclose an individual's personal or health information:

- for the purpose for which it was collected (the primary purpose); or
- for a secondary purpose that is related to the primary purpose (if the information is sensitive information, it will only be used or disclosed for a secondary purpose which is

directly related to the primary purpose) and the individual would reasonably expect his or her information to be used or disclosed for this secondary purpose; or

- with the individual's consent; or
- as otherwise allowed under the Acts, or as required or authorised by law.

UTAIT will take reasonable steps to ensure that personal and health information is:

- kept accurate, complete and up to date
- protected from misuse, loss, unauthorised access, modification or disclosure
- destroyed or permanently de-identified when no longer needed, accordance with UTP24 - Records Management Policy and

UTAIT will take reasonable steps to let a person know, generally, what personal information it holds and how it collects, holds, uses and discloses that information. To this end, UTAIT will publish this policy and related information on its website.

Individuals may seek to access or make corrections to their personal information held by UTAIT.

6. Revision History

Version	Continuous Improvement Reason	Continuous Improvement Change
1.0	Original document	