

Name of Policy	Privacy and Confidentiality Policy
Description of Policy	This policy describes 4GR Pty.Ltd commitment in respecting people’s privacy and the way it handles personal information.
Policy Status	New Policy yes Revision of existing policy

Policy written by	Beth Evans
Current Version	V3

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Policy Reviewed by	Beth Evans
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* Unless otherwise indicated, this policy will still apply beyond the review date.

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Policy Purpose

This policy describes 4GR Pty.Ltd commitment in respecting people's privacy and the way it handles personal information.

Scope of Policy

This policy covers applies to the staff engaged in 4GR Pty.Ltd activities.

Policy Statement

4GR Pty. Ltd. recognises that all people have the right to expect that their personal information will be protected. This will be achieved by complying with the national privacy principles regarding the collection, use, disclosure and confidentiality of their private information.

Relevant Legislation

Australian Privacy Principles

The Privacy Act 1988 (Cth)

The Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)

Privacy & Data Protection Act 2014 (Vic)

Information Privacy Act 2000 (Vic)

The Health Records Act 2001 (Vic)

Charter of Human Rights and Responsibilities Act 2006 (Vic)

The Freedom of Information Act 1982 (Vic)

Privacy and Confidentiality Policy

1. Commitment

1.1 4GR Pty.Ltd is committed to providing quality services that respect the privacy, dignity and confidentiality of every person engaged in 4GR Pty.Ltd activities.

2. Privacy Respected

- 2.1 4GR Pty.Ltd respects the privacy of individuals, and will be open about the way it handles all personal and health information given to 4GR Pty.Ltd by staff, students and members of the public.
- 2.2 4GR Pty.Ltd will collect, use, disclose and manage personal and health information in accordance with the Acts, and in particular with the Information Privacy Principles and Health Privacy Principles.

3. Collection

- 3.1 4GR Pty.Ltd will collect personal and health information only where this is necessary for one or more of its functions or activities.
- 3.2 4GR Pty.Ltd 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.
- 3.3 When 4GR Pty.Ltd 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 4GR Pty.Ltd 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.

4. Use and disclosure

- 4.1 4GR Pty.Ltd 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 or health 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
 - to enable third party service providers to provide us with services such as auditing; or
 - As otherwise allowed under the Acts, or as required or authorised by law.

5. Management

5.1 4GR Pty.Ltd 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 the 4GR Pty.Ltd Records Management Policy.

5.2 4GR Pty.Ltd 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, 4GR Pty.Ltd will publish this policy and related information on its website.

5.3 Individuals may seek to access or make corrections to their personal information held by 4GR Pty.Ltd. Staff must contact the 4GR Pty.Ltd Directors for advice on the appropriate procedure.

Related Documents

- Records Management Policy
- Records Management Procedure
- Enrolment form
- Handbook
- Code of Conduct
- Record access Procedure
- Records Management Procedure

Review

From time to time 4GR may make changes to this Policy and any related policies and documents to improve the effectiveness of its operation.

Further Assistance

Any staff member who requires assistance with this Policy and Guidelines should speak to your line Manager or the Directors of 4GR.