



Information Privacy Policy



Hard Words



This book has some hard words.

The first time we write a hard word

- the word is in **blue**
- we will write what the word means.

You can get help with this book



You can get someone to help you

- read this book
- know what this book is about
- find more information.



About this book



This book is written by South West Disability Services



This book is about how we collect, use and look after your personal information.



The Information Privacy Policy at South West Disability Services (South West TAFE) complies with the law.

It follows the privacy principles in the

Privacy and Data Protection Act 2014

Privacy Act 1988

Health Records Act 2001.



Images in this publication are sourced from Boardmaker and clip art

Collection of personal information



- We will only collect personal information about you if it is needed.



- We will collect information in a way that is fair, **lawful** and acceptable.

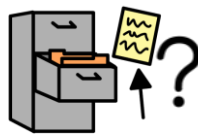
Lawful is something that follows the law.



- When we collect personal information we will tell you



- why we are collecting it



- how the information will be used

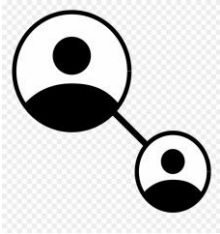


- how you can get the information



- what happens if you choose not to share the information.

Use of personal information



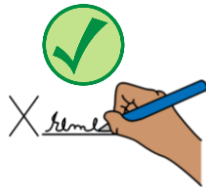
- We will only use or share your information



- for the reasons it was collected



- for any other reasons that makes sense and that you could expect



- if you agreed for us to use it for other reasons.

Data quality

Quality is how good something is.



- We will do our best to make sure the personal information we collect, use and share is



- Correct



- detailed



- up-to-date.

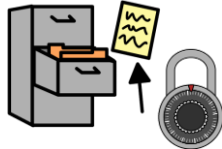
Data security



- We will make sure your personal information is kept



- safe



- secure.

Public access to documents



- We will create a public document about how we handle your personal information.

- This will be found



- at the front office of each TAFE campus



- on our website for anyone to read.

Access and changes to personal information



- We will give you copies of your personal information if you



- ask for it in writing



- show us your identification.



- We will do our best to change it your information if it is not right or missing something



- It will not cost you anything



- Sometimes you may need to get or change your personal information through the Freedom of Information Act.

Recording who you are



- We will only record information to identify you if



- It is needed for you to participate in an activity or Service

Sensitive information



- We will only collect sensitive information if



- you have agreed to it



- it is needed for legal reasons



- special situations, like when it is needed for individual or public health and safety.

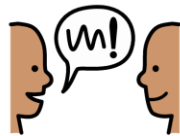
Breach of this policy



Breach is an act of breaking or not following the law, an agreement or set of rules.



- If you think there has been a breach in your privacy



- Talk to the manager of



- If the problem cannot be fixed write to the Audit, Risk and Compliance Manager



- Audit, Risk and Compliance Manager

South West Institute of TAFE

PO Box 674

Warrnambool 3280



- Or email feedback@swtafe.edu.au.