

## ***Privacy Policy***

### **Preamble**

Century Training is committed to protecting the privacy and personal information of its staff and students. This policy covers the collection, maintenance and disclosure of such information.

### **Rationale**

State and National privacy standards  
Privacy Amendment (Enhancing Privacy Protection) Act 2012

### **Principles**

Century Training collects certain personal information from staff and Students to facilitate effective and efficient service provision. Century Training ensures the privacy of individuals in the following ways:

- Only collects information with knowledge and consent of individuals
- Only uses personal information for the purpose for which it was collected
- **Does not** re-sell, distribute or share personal information to a third party without prior consent of the individual
- Ensures that personal information will not be disclosed to other state institutions or authorities except if required by law or other regulation
- Ensures that demographic and other statistical information is not linked to any personal information that can disclose the identity of an individual

From time to time Century Training may use the contact details of individuals to provide information on its training programs or other services.

Individuals can gain access to the personal information held by Century Training by producing photo identification and provide any necessary corrections.

Century Training has implemented technology and security systems, policies and measures to protect the personal information regarding staff and students from: unauthorised access, improper uses, alteration, unlawful or accidental destruction and accidental loss.

Century Training undertakes surveillance of the workplace in order to protect the premises and its property, monitor employees and learners to ensure they comply with their legal obligations and monitor the production processes in the workplace.

Century Training undertakes surveillance in accordance with **relevant legislation**.

Century Training operates CCTV at its workplace. The purpose of this surveillance being carried out is primarily to ensure the safety and security of staff, visitors, contractors and others on the company premises. Therefore, all persons on the company's premises may be subject to camera surveillance. This surveillance is both continuous/intermittent and ongoing/for a limited period.

Camera footage may be accessed and used as evidence for the purposes of an investigation by management. This may include but is not limited to theft, assault, damage to company property, breaches or suspected breaches of company policy. Surveillance records obtained by the company may be provided to other parties including courts, the police or other law enforcement authorities where required.

Century Training undertakes surveillance of employee's computer usage. This includes monitoring and recording the input and output of information which includes but is not limited to accessing of internet websites and sending and receiving of emails.

**Computer surveillance is carried out in conjunction with the Computer and email use policy.**

Computer surveillance is continuous/intermittent and ongoing/for a limited period.

**Other policies relating to this policy:**

- Legislative Compliance Policy
- Administrative and Records Management Policy
- Client Servicing Policy
- Staffing Policy

**Procedures relating to this policy:**

- Access to records procedure