

# ALC Privacy Policy and Procedure

## Introduction

The Privacy Act regulates the way in which organisations collect, use, disclose, keep secure and allow people access to their personal information.

The *Privacy Amendment (Enhancing Privacy Protection) Act 2012* (Privacy Amendment Act) made many significant changes to the *Privacy Act 1988* (Privacy Act). These changes commenced on 12 March 2014.

The Privacy Regulation 2013, made under the Privacy Act, also commenced on 12 March 2014.

ALC affirms the [13 Australian Privacy Principles](#) from schedule 1 of the Act and will respect the dignity and privacy of all individuals with whom it is engaged.

## Purpose

This policy sets out two commitments to protect the personal and sensitive information which ALC collects from students, staff, volunteers and donors and uses in order to carry out its educational, business and employment functions and activities. It also sets out some definitions and procedures to explain what these commitments mean in practice.

The two commitments are:

1. ***ALC will not use or disclose any information collected about you for any purpose other than that for which you provided the information in the first place.***
2. ***Your personal or sensitive information will not be given, sold or in any way transmitted to anybody (in Australia or overseas) who does not need it for the purpose for which you provided the information in the first place.***

## Scope

This policy applies to all areas of ALC operations.

## Definitions

- **Personal information** is defined as information or an opinion about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion (e.g. name, address, email address, telephone number, image, story, file notes). It includes all personal information, regardless of its source.
- **Sensitive information** is personal information which can be sensitive in nature, for example information or an opinion about a person's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association or trade union, sexual orientation or practices, criminal record, or health information.

## Privacy Officer

The Business Manager is nominated as the ALC Privacy Officer and is the point of first contact for any matters arising in relation to privacy issues.

## Policy

ALC will collect, store, use, manage and protect an individual's personal information according to privacy legislation.

## Collection of personal information

In collecting personal information ALC will:

- only collect information for lawful purposes related to its function
- only collect the information that is necessary and by lawful means
- where possible only collect personal information that is provided by the individual to whom the information relates, collecting in a way that minimises personal intrusion
- where information is provided by someone else, ensure that collection has been authorised by the individuals concerned, or by someone who is legally authorised to provide it on their behalf
- not disclose information to those outside ALC except where there is a legal entitlement, unless disclosure is authorised in writing.

## Openness

ALC will declare to individuals from whom information is collected:

- the purpose for collecting the personal information
- whether or not the collection is voluntary and any consequences arising from not providing it
- in what form of media and in what locations the information is to be held; those who may have access to it, and the intended recipients
- the name and address of any agency used to collect information on ALC 's behalf

ALC will notify the individuals concerned that personal information is being collected, either at the time of collection or as soon as practicable afterwards.

## Data quality

ALC will manage personal information responsibly by taking reasonable steps to ensure that personal information held is

- relevant to the purpose for which it was collected
- accurate
- up to date
- not misleading.

## Access and correction

ALC will:

- provide access to the personal information it holds about an individual when requested by that individual; however, access may be denied in cases where the *Australian Privacy Principles* provide exceptions
- inform individuals how they can obtain access to their information, check it for accuracy and completeness, and make application to correct it
- take reasonable steps to correct the information held if the individual is able to establish that the information is not accurate, complete and up-to-date
- provide reasons for denial of access or refusal to correct personal information.

## Data security

ALC will take reasonable steps to:

- retain personal information for no longer than necessary, then dispose of it securely in accordance with approved methods
- protect it from loss or unauthorised access, use, disclosure, or misuse; and from unauthorised modification
- prevent its disclosure unless authorised by external service providers.

## Disclosure of information

ALC will:

- only disclose personal information outside ALC or its affiliated bodies where:

- disclosure has been consented to by the individual to whom it relates; or
- disclosure is required by law and requested in an authorised written form (see procedures); or
- it is reasonably believed to be necessary to prevent or lessen a threat to life, health or the safety and welfare of any person.
- only disclose personal information to staff inside ALC on a 'need to know' basis, who require the information to carry out their duties and responsibilities in the interests of students.

## Procedures

### Student information

ALC grants students access to all records containing their respective information; regardless of whether the information is classified academic or non-academic, confidential or non-confidential, hard copy or electronic.

Students are able to view the information in the presence of an authorised ALC employee. However, whilst students are not permitted to remove records from the presence of the ALC employee, they may request photocopies of any information therein.

Information is provided to third parties only as specified by and on written authorisation from students. Where students have not dealt satisfactorily with financial obligations, ALC has discretion to deny requests for the provision of academic results history or transcripts to third parties, or for photocopies of such information.

ALC staff are to be given appropriate notice by students requiring access to their records—usually at least one clear working day's notice is required. A longer time may be necessary if circumstances justify a greater lead time. However, it is envisaged that the longest lead time from the initial request should not exceed five working days. Conversely, if the need for information is urgent, ALC staff will endeavour to provide access as soon as practicable.

ALC does collect some information of a sensitive nature; in particular ALC records the religious affiliations of its students for statistical purposes and it collects other sensitive information about candidates for endorsed ministry with the Lutheran Church of Australia.

### Other personal and sensitive information records

ALC has procedures in place for employees to access and correct personal information. Initial enquiries regarding personal information collected by ALC for personnel other than students should be directed to the Privacy Officer.

## Related legislation

[Privacy Act 1988](#)

[Privacy Amendment \(Enhancing Privacy Protection\) Act 2012](#)

[Australian Privacy Principles](#)

## Related policy

University of Divinity [Privacy Policy](#)

ALC VET student [Handbook](#)