



Global Business College of Australia Pty Ltd

trading as

Global Business College of Australia (GBCA)

POLICY 25 PRIVACY POLICY

337-339 La Trobe Street, Melbourne VIC 3000

DOCUMENT CONTROL

Department	Management	Author(s)	Gbca	
Quality Controlled Policy No. & Title	Policy 25 Privacy Policy V2.1	Approved	GBCA Compliance	
		Authorised	Managing Director	
Standards	Standard 3, 4, 7	Distribution	Internal	All staff
			External	-

REVISION RECORD

Date	Version	Revision description
15 Aug 2016	1.0	Original version
15 Sep 2017	2.0	Update titles, address on cover
15 July 2018	2.1	Update policy to reflect: information retained securely and Wisenet access restricted to limited staff.

1. **Purpose**

The purpose of this policy is to identify the Global Business College of Australia's (GBCA) obligations and to guide GBCA staff in handling personal information of GBCA students, staff and prospective staff and students.

2. **Scope**

This policy applies to the personal and health information of staff and students collected by GBCA. This policy is made to support the compliance with the:

- Health Records Act 2001 (Vic);
- Privacy and Data Protection Act 2014 (Vic);
- Public Records Act 1973 (Vic); and
- Privacy Act 1988 (Cth)

3. **Responsibility**

The Managing Director is responsible for the overall implementation of this policy.

4. **Definitions**

Personal information has the meaning given to it in section 3 of *the* Privacy and Data Protection Act 2014 (Vic).

Information Privacy Principles means the set of 10 principles in the Privacy and Data Protection Act 2014 (Vic) governing the collection, use, disclosure, management and transfer of personal information by organisations such as GBCA.

Health Privacy Principles means the set of 11 principles in the Health Records Act 2001 (Vic) governing the collection, management, use, disclosure and transfer of health information by organisations such as the GBCA..

GBCA record means recorded information, in any format (eg electronic, paper, image) created or received by staff of the GBCA in the course of conducting their GBCA duties.

5. **Requirements**

- 5.1. GBCA has legal obligations to protect the information privacy of all students, staff and members of public it comes into contact with. These obligations arise from the [Privacy and Data Protection Act 2014 \(Vic\)](#) and the [Health Records Act 2001 \(Vic\)](#). Information on the ten (10) Information Privacy Principles can be obtained from the [Information Privacy Principles](#). Information on the eleven (11) Health Privacy Principles can be obtained from the [Health Privacy Principles](#).
- 5.2. GBCA only collect personal information if it is necessary to fulfil its functions.
- 5.3. GBCA will inform individuals about the purpose of collection and how they can access the information they have provided.
- 5.4. GBCA will implement policies and procedures to ensure that any information collected is: accurate, complete and up-to-date; securely retained, and protected from unauthorised access, modification or disclosure;
- 5.5. GBCA will provide individuals with access to their personal information, and the opportunity to correct any mistakes.
- 5.6. GBCA will destroy or permanently de-identify information when it is no longer needed.
- 5.7. GBCA only uses or discloses personal information for the purpose for which information is collected.
- 5.8. GBCA will ensure that it control access to its student management system (wisenet) and permission to wisenet is restricted to limited staff.
- 5.9. GBCA do not use or disclose personal information for other purposes unless:
 - The other purposes are related to the purpose for which information is collected and the individual would reasonably expect GBCA to use the information for that purpose; or
 - The individual has consented; or
 - It is permitted by law (e.g. to investigate and prevent crime or to prevent serious harm to a person's life or safety)