



## STATEWIDE GROUP TRAINING (SA) INC

### PRIVACY POLICY

#### PURPOSE:

Statewide Group Training (SA) Inc (SGT) is committed to protecting the privacy of its employees and clients and is bound by the Privacy Act 1988 and Principles.

#### SCOPE:

This policy applies to:

- Board Members
- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.
- information SGT receives from clients
- all aspects of employment; recruitment and selection; conditions and benefits; training and promotion; task allocation.

#### POLICY:

The Privacy Act 1988 provides extensive regulations about the collection, storage and use of information relating to individuals. It also contains some specific exemptions for organisations that have a need to collect, store and use information about individuals, one of which is to exempt the “acts and practices of employers in relation to employee records”.

To be exempt, an act or practice relating to the employee record must be directly related to the employment relationship. This means that acts or practices of an employer that are outside the scope of the employment relationship are not exempt. For example, SGT could not sell details of employees to another organisation.

The act or practice must also be directly related to a current or former employment relationship. This does not cover future employment relationships. This means that personal information collected from prospective employees who are subsequently not employed, such as unsuccessful job applicants, will not be covered by the employee records exemption.

Once an employment relationship is formed with an individual, the records SGT holds relating to that individual’s pre-employment checks then become exempt.

SGT is also covered by the National Privacy Principles, as set out in the legislation, which cover all aspects of dealing with personal and sensitive information, not only those relating to employees.

For the purpose of this Privacy Policy, “information” is described as:

- “personal information means information relating to an individual, including an opinion, which may be provided to SGT as part of its business requirements either in material form or not, and whether true or not. Such information may personally identify an individual or make the person’s identity reasonably apparent;
- “sensitive information” means information or an opinion about an individual’s racial or ethnic origin, political opinions, membership of a political association, religious beliefs, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual practices, criminal record or health information.

SGT takes its obligation under the Privacy Act 1988 seriously, and as such will take all reasonable steps in order to comply with the Act and protect the privacy of personal information that it holds.



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#### *Collection and Use of Information*

SGT will collect information from individuals including (but not limited to) Name, Address, Drivers License Number, Phone Numbers, Email Addresses, Next of Kin Details, Bank Account Details, Superannuation Details, Tax File Number, as required in the normal course of employment. For Apprentices and Trainees, this information will be extended to Contracts of Training, Training Plans and information required by RTO's (eg TAFE).

SGT may require the collection of other personal information from individuals from time to time. The reasons for the collection of personal information include, but are not limited to, statistics, legal requirements, and other requirements from time to time. The information collected is used to find the most suitable vocation and placement for employees.

SGT may also use such information to apply satisfaction surveys and events. SGT will not disclose this information to any other organisation, nor will it send any individual's personal information overseas for any purpose whatsoever.

In the event that sensitive information is collected by SGT, it will not be used for any purpose without the express permission of the individual. The collection, use and disclosure of information will be in accordance with SGT's Collection Statement.

#### *Storage, Access and Retention of Personal Information*

All personal information collected by SGT will be retained as part of a database, which will be securely monitored and maintained by SGT. The data will not be made available to a third party, unless it is legally required and verified, without the authority of the individual who provided the personal information.

SGT will make available for inspection all personal information, based on the information supplied by the individual, whom it holds in relation to an individual, provided reasonable notice is given. In the event that any part of the personal information that the individual inspects is determined to be incorrect and requires alteration, then SGT will make such alteration in compliance with the corrected advice provided by the individual.

SGT will take all reasonable steps to protect the security of the personal information that it holds. This includes appropriate measures to protect electronic materials and materials stored and generated in hard copy.

Where information held by SGT is no longer required to be held, and the retention is not required by law, then SGT will destroy such personal information by secure means.

An individual may access their information by requesting such information from a Field Officer/Manager. The request must be in writing and will be released by the relevant department of SGT upon receiving the request.

If the individual wishes to make corrections to their personal information, or disagrees with the information on file, they must put the correction/concerns in writing, with necessary evidence (if required) to enable the information to be corrected by SGT.

In the case of Apprentices and Trainees, SGT reserves the right to correspond with parents or guardians (party to the Contract of Training) for those Apprentices/Trainees under the age of 18. SGT will not discuss personal information with anyone other than the individual once the Apprentice/Trainee turns 18 – without the express approval (in writing) of the Apprentice/Trainees.



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#### *Compliance*

If an individual has any concerns regarding the privacy of personal information, then the individual may make a complaint to their Field Officer, or a Manager of SGT who will then endeavour to resolve the complaint, as per SGT's Grievance in the Workplace Policy.

#### *Source of Information*

Where possible, SGT will collect the information directly from individuals, customers and clients. In some instances, SGT may collect personal information from press reports of published mediums and, in this case, it will endeavour to verify such details with the person concerned.

SGT acknowledges that there is no obligation for an individual to provide personal information. However, if an individual chooses not for SGT to use their personal details, SGT may not be able to provide the individual with a full range of services or may reduce the ability of directly servicing the individual's organisation.

#### *Release of information*

Before sensitive personal information is release to any parties the following will be adhered;

- Identify the person concerned
- Validate with documentation, preferably Government issued photo/signature identification.
- Check privacy permission available.
- Check other validations, as regarded necessary, prior to releasing information.

SGT is obliged to meet any request from a statutory authority, to comply with its obligations under law (eg Australian Taxation Office), and may release information should an official request be made.

The following methods of recording what information is released will be adhered;

- File notes must be kept and exact copies of documents supplied be kept together on file for future reference.
- Identification used should be noted and signed off by SGT staff member who issued the information.

#### *Responsible Officer*

The Responsible Officer for releasing this information is the Chief Executive Officer (or delegate) who shall have the final decision.

#### ***Other relevant SGT policies:***

Employees, and in particular Managers, are encouraged to read this policy in conjunction with other relevant SGT policies including (but not limited to):

Grievance in the Workplace Policy



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**Reference:**

Privacy Act 1988

Statewide Group Training Collection Statement

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APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL  
SIGNATURE:

A handwritten signature in black ink, appearing to read 'Kym Anderson', written over a horizontal line.

DATE: 27<sup>TH</sup> MARCH 2023

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