

Privacy Policy

VSA will comply with the ten national privacy principles in the handling of personal information of learners / employees.

- Collection - VSA will collect only the information necessary for one or more of its functions. The individual will be told the purposes for which the information is collected. Information collected is obtained directly from the student or an authorised Third Party;
- Use and disclosure - personal information will not be used or disclosed for a secondary purpose unless the individual has consented or a prescribed exception applies; VSA will only collect information from a Third Party with the permission of a student;
- Data quality – VSA will take all reasonable steps to make sure that the personal information it collects uses or discloses is accurate, complete and up to date;
- Data security – VSA will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorized access, modification or disclosure. When records are no longer required, VSA destroy information in a secure manner;
- Openness – VSA will document how they manage personal information and when asked by an individual, will explain the information it holds, for what purpose and how it collects, holds, uses and discloses the information;
- Access and correction - the individual will be given access to the information held except to the extent that prescribed exceptions apply. VSA will correct and update information errors described by the individual;
- Unique identifiers - commonwealth government identifiers (Medicare number or tax file number) will only be used for the purposes for which they were issued. VSA will not assign unique identifiers except where it is necessary to carry out its functions efficiently;
- Anonymity - wherever possible, VSA will provide the opportunity for the individual to interact with us identifying themselves;
- Transborder data flows - the individual's privacy protections apply to the transfer of personal information out of Australia; and
- Sensitive information – VSA will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.
- Student can request access to their personal information and not fee is charged for these requests.

Communication to students

- VSA will take reasonable steps to notify students to ensure that they are aware of the purpose for which information is collected, other parties it will be disclosed to, and privacy principles.

Complaints

- Students can make a complaint about how VSA handles personal information or if you feel that VSA has breached the Privacy Act, you should contact the Managing Director.

Responsible Officer

The responsible officer for the implementation and training for this policy is the Managing Director of VSA.