

Policy Domain:	Chief Executive Officer (CEO)
Policy Area:	All employees, customers, contractors, candidates, trainees, volunteers, visitors
Policy Author:	CEO
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Policy

Brick and Block Careers is committed to providing quality services and this policy outlines our ongoing obligations in respect of how we manage an individual's Personal Information.

We have adopted the 10 National Privacy Principles (NPPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of an individual's Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Federal Commissioner (Australia) at www.privacy.gov.au.

Scope

This policy applies to all Brick and Block Careers employees, customers, contractors, candidates, trainees, volunteers, and visitors. It forms part of the employment agreement between Brick and Block Careers and its employees and any other contract.

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual.

Examples of Personal Information we collect include – names, addresses, email addresses, phone, and facsimile numbers. This Personal Information is obtained in many ways such as in the process of establishing an apprenticeship contract, responding to enquiries, and creating marketing newsletters. This process may involve contacts via our website www.brickandblockcareers.org.au, by email, by telephone, facsimile, postal correspondence, and from third parties. We do not use internet cookies to store personal preferences or tracking data. [The cookie is a text file saved in your browser's directory or folder and stored in RAM while your browser is running. You need it to pass some snippet of information to another system to make it do something.] We do not guarantee website links or the policy of authorised third parties.

We collect Personal Information for the primary purpose of providing our services, providing information to our stakeholders and for marketing purposes. We may also use Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

When we collect Personal information, we will, where appropriate and where possible, explain to why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record, or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained.
- For a secondary purpose that is directly related to the primary purpose.
- With consent or where required or authorised by law.

Image Consent Release

Individuals are protected in the event of the possible use of any image-based material which includes sensitive personal information or the identity of individuals under the age of 18 years, by a Consent Release process. If an individual's approval is provided for the release of material and they subsequently seek to withdraw approval, they may withdraw their consent at any time, on advice in writing via email or mail to the address below.

- info@brickandblock.org.au
- Brick and Block Careers, Suite 1, 13 Corporate Drive, Heatherton, Vic 3202.

Third Parties

Where reasonable and practicable to do so, we collect an individual's Personal Information only from them. However, in some circumstances we may be provided with information by third parties. In such a case we will take all reasonable steps to ensure individuals are made aware of the information provided to us by such third party.

Disclosure of Personal Information

An individual's Personal Information may be disclosed in several circumstances including the following:

- Third parties where you consent to the use or disclosure.
- The Department of Education, or its equivalent in each state or territory.
- Where required or authorised by law.

Security of Personal Information

Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification, or disclosure.

When Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of seven (7) years.

Access to Personal Information

NPP 6 provides for and individuals the right to access the Personal Information we hold about on them and to update and/or correct it, subject to certain exceptions. If a request is made to access, this request must be put to us in writing.

Brick and Block Careers will not charge any fee for an access request but may charge an administrative fee for providing a copy of Personal Information.

To protect the Personal Information we hold, we may require identification from the individual before releasing such information.

Maintaining the Quality of Personal Information

It is an important part of providing our services to you that any Personal Information is up to date. NPP 3 provides that we take reasonable steps to make sure that Personal Information is accurate, complete, and up to date.

It is important that any advice of any changes to an individual's Personal Information is updated at our earliest convenience.

Policy Updates

This Policy may change from time to time. Brick and Block Careers Privacy Policy is available on the Intranet, at our office, or on our website to anyone who requests it.

Complaints

Any breach of Brick and Block Careers Privacy Policy and our privacy obligations must be reported to the CEO.

Privacy Policy Enquiries

If you have any queries about our Privacy Policy please contact Luke Radford, Chief Executive Officer.

Contact details:

- info@brickandblock.org.au
- Brick and Block Careers, Suite 1, 13 Corporate Drive, Heatherton, Vic 3202.
- Phone 1300 66 44 96.

Brick and Block Careers Employee Declaration

I have read and understand Brick and Block Careers Privacy Policy.

Employee Name: _____

Employee Signature: _____

Date: _____