



Australian Graduate School of Leadership

Policy register

Policy name	Privacy		
Version	1.0	Status	Approved by Board of Directors
Communication	To all staff, students and prospective students	Date	21 January 2013

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## 1. Preamble

AGSL respects the privacy of its staff and students. AGSL will conform to the Information Privacy Principles set out in section 4 as published by the Australian Government's Office of the Australian Information Commissioner.

## 2. Scope

This policy applies to all staff and students of AGSL

## 3. Definitions

Term	Definition
Personal information	Information that relates, or may relate, to an identifiable individual

## 4. Principles

The Information Privacy Principles (IPPs) that AGSL complies with are summarised below –

### *IPP 1 – Manner and purpose of collection of personal information*

AGSL will only –

- collect personal information for a lawful purpose that is directly related to its functions (i.e. will only collect information for legal reasons related to AGSL's functions); and

- will only collect information that is necessary for or directly related to the purpose for which it is being collected (i.e. will not collect more information than is necessary to carry out AGSL's functions).

AGSL will not collect personal information unlawfully or unfairly.

### *IPP 2 – Solicitation of personal information from individuals*

If AGSL asks for personal information about a person, it will tell them –

- why it is collecting the information;
- whether it has legal authority to collect the information; and
- who it usually gives that sort of information to.

### *IPP 3 – Solicitation of personal information generally*

Where AGSL asks for personal information, AGSL will do its best to make sure that the information is -

- relevant to AGSL's reason for collecting it;
- up to date; and
- complete.

When AGSL obtains personal information from a person, it will do its best not to intrude unreasonably on their personal affairs.

### *IPP 4 – Storage and security of personal information*

AGSL will take all reasonable steps:

- to protect the personal information held against loss, unauthorised access, use, modification or disclosure, and against other misuse; and
- to prevent unauthorised use or disclosure if AGSL has to give access to personal information to any person (such as a contractor), in connection with the provision of services to AGSL.

### *IPP 5 – Information relating to records that AGSL keeps*

AGSL will make information about its holdings of personal information open to the public. It will -

- make sure that people can find out the nature of the personal information that AGSL holds, why it is held and how people can access it; and
- maintain a statement of the types of personal information AGSL holds, describing for each type why it is held, the classes of people it relates to, how long it is kept for, who can get access to it and how people should go about getting access to it, noting that AGSL is not required under this point to give a person information if AGSL is required or authorised to refuse to give that information to the person under the applicable provisions of any law of the Commonwealth that provides for access by persons to documents; and
- make this statement publicly available and provide it annually to the Privacy Commissioner.

### *IPP 6 – Access to records containing personal information*

If AGSL holds personal information it will give the person the information is about access to it, subject to restrictions in other Commonwealth laws.

### *IPP 7 – Alteration of records containing personal information*

AGSL will -

- take reasonable steps to amend its records to make sure that the personal information it holds is accurate, relevant, up to date, complete and not misleading (subject to restrictions in other Commonwealth laws); and
- if AGSL holds personal information about a person, and the person asks for the information to be amended and AGSL is neither willing nor obliged to amend the information, AGSL will attach to the record any statement from the person requesting the amendment.

### *IPP 8 – Checking accuracy, etc. of personal information before use*

AGSL will take reasonable care to check that personal information is accurate, up to date, and complete, before using it.

### *IPP 9 – Personal information to be used only for relevant purposes*

AGSL will only use personal information for a purpose to which it is relevant.

### *IPP 10 – Limits on use of personal information*

AGSL will not use personal information for any purpose other than that for which it obtained the information, unless:

- the person the information is about consents; or
- the use is necessary to protect against a serious and imminent threat to a person's life or health; or
- the use is required or authorised by law; or
- the use is reasonably necessary to enforce the criminal law or a law imposing a pecuniary penalty, or to protect the public revenue, in which case AGSL will note that use on the record containing the information; or
- the use is directly related to the purpose for which AGSL obtained the information.

### *IPP 11 – Limits on disclosure of personal information*

AGSL will not disclose personal information unless:

- the person the information is about has been told in accordance with IPP2 above, or is otherwise likely to know, that that kind of disclosure is commonly made; or
- the person has consented; or
- the disclosure is necessary to protect against a serious and imminent threat to a person's life or health; or
- the disclosure is required or authorised by law; or
- the disclosure is reasonably necessary to enforce the criminal law or a law imposing a pecuniary penalty, or to protect public revenue, in which case AGSL will note that disclosure on the record containing the information.

If AGSL discloses any personal information, the person to whom it discloses the information must only use or disclose it for the purpose for which it was disclosed to them.

## **5. Procedures**

Persons seeking information about the nature of the personal information that AGSL holds, why the information is held and how people can access the information should contact the Registrar.

A person seeking access to the information AGSL holds about them should contact the Registrar.

The Registrar is responsible for –

- protecting the personal information AGSL holds against loss, unauthorised access, use, modification or disclosure, and against other misuse

- preventing unauthorised use or disclosure if AGSL has to give access to personal information to a person in connection with provision of services to AGSL
- maintaining the statement of the types of personal information AGSL holds and the description for each type, as required under IPP5, and for making this statement publicly available and providing it annually to the Privacy Commissioner
- amending AGSL's records to make sure that the personal information they hold is accurate, relevant, up to date, complete and not misleading, and checking with the person concerned prior to using it
- attaching to the record any statement from a person requesting an amendment of information held about them that AGSL is neither willing nor obliged to make
- noting on the record containing the information the disclosure of any information about a person if the disclosure is necessary to enforce the criminal law or a law imposing a pecuniary penalty, or to protect public revenue
- ensuring that personal information is used only for a purpose that is relevant.

## **6. Responsibilities**

The Registrar is responsible for the application of this policy.