

Australian Privacy Principles Policy (APP)

1. Introduction

This APP Policy outlines how Foundation Training Australia (FTA) handles personal information in compliance with the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth).

This policy applies to all FTA personnel, contractors, clients, and stakeholders.

2. Purpose

The purpose of this policy is to ensure that FTA manages personal information in a way that promotes transparency, protects privacy rights, and adheres to legislative obligations.

3. Scope

This policy applies to all FTA activities, including the collection, storage, use, and disclosure of personal information of students, staff, and other stakeholders. It covers all personal and sensitive information collected in the course of FTA's operations.

4. Key Principles

4.1 Open and Transparent Management of Personal Information

- FTA will manage personal information in an open and transparent way, ensuring that privacy practices are available and understandable to individuals.
- A copy of this APP Policy is available on FTA's website and can be accessed upon request.

4.2 Anonymity and Pseudonymity

- Where practicable, FTA will provide individuals with the option of not identifying themselves or using a pseudonym.
- However, this may not be possible in circumstances where identification is required for FTA's services delivery.

4.3 Collection of Solicited Personal Information

- FTA only collects personal information that is reasonably necessary for its functions and activities.
- Personal information is collected directly from the individual wherever possible, unless it is unreasonable or impracticable to do so.

4.4 Dealing with Unsolicited Personal Information

- If FTA receives unsolicited personal information, it will determine whether the information could have been collected lawfully. If not, the information will be destroyed or de-identified.

4.5 Notification of the Collection of Personal Information

- FTA will notify individuals when their personal information is collected, including the purpose of collection, how it will be used, and who it may be disclosed to.

4.6 Use or Disclosure of Personal Information

- FTA only uses or discloses personal information for the purpose for which it was collected, or for a secondary purpose if the individual consents or the use or disclosure is permitted by law.

4.7 Direct Marketing

- FTA will only use personal information for direct marketing if the individual has provided consent or would reasonably expect such use.

4.8 Cross-Border Disclosure of Personal Information

- Before disclosing personal information to an overseas recipient, FTA will ensure that the recipient complies with the APPs.

4.9 Adoption, Use, or Disclosure of Government Related Identifiers

- FTA does not use government-related identifiers unless required by law or necessary for verifying identity.

4.10 Quality of Personal Information

- FTA takes reasonable steps to ensure that personal information collected, used, and disclosed is accurate, up-to-date, and complete.

Australian Privacy Principles Policy (APP)

4.11 Security of Personal Information

- FTA protects personal information from misuse, interference, and loss, as well as unauthorised access, modification, or disclosure.

4.12 Access to Personal Information

- Individuals have the right to request access to their personal information held by FTA, subject to exceptions allowed by law.

4.13 Correction of Personal Information

- FTA will take reasonable steps to correct personal information to ensure it is accurate, complete, and up-to-date.

5. Complaints

If an individual believes FTA has breached the APPs, they can submit a complaint to FTA's Privacy Officer. FTA will investigate and respond to the complaint within a reasonable timeframe.

6. Review

This policy will be reviewed regularly and updated as required to ensure compliance with the APPs and any changes in privacy legislation.

7. Contact Information

For any privacy-related inquiries, complaints, or requests, individuals can contact the FTA Privacy Officer via email or phone.

Contact details are available on the FTA website.