



28. CONFIDENTIALITY & PRIVACY POLICY

At GTPS, we respect your privacy. We are committed to protecting the privacy of individuals that relate to GTPS in anyway by responsible handling of their personal and sensitive information. This applies to students, staff, volunteers and any other persons whose information is collected by GTPS. All staff, contractors, volunteers and board members must sign a confidentiality undertaking (**See APPENDIX E**) when they get involved with GTPS. This commitment is in force for as long as they have association with GTPS and after as may be applicable

The confidentiality undertaking covers all information held by GTPS including soft and hard copies.

Collected information:

We use information for the purpose disclosed at the time of collection, or otherwise as set out in the Australian Privacy Principles (APPs) effected since 12 March 2014, replacing the National Privacy Principles and Information Privacy Principles.

Access and disclosure:

Students- please see how to in Students Record and retention policy

GTPS ensures strict access to confidential records. Electronic copies are password protected in the computer and hard copies securely locked up in a cabinet.

The password is regularly changed to ensure security is heightened. The key to files with personal information is kept by designated personnel who can only pass it on to someone else only at the authorisation of management.

We do not disclose your personal information except with your consent or as required under the law. Special circumstances though may arise such as the following where your information might end up being transferred:

- (i) If GTPS acquires, or is acquired by or merged with, another Registered Training Organization. In such circumstances, we will endeavor to the best of our ability to notify you before information about you is transferred and becomes subjected to a different privacy policy.
- (ii) If GTPS ceases to operate and all education data is passed on to the regulating state body for the purposes of transitioning students

Quality of information gathered:

We endeavour to gather the most correct, accurate and current information as much as we can at GTPS. However, this may not always happen as people change their details without necessarily alerting GTPS for the same to be effected.

You have a right to request correction of personal informational for example spelling and address and any other information, however corrections are always done as addenda, with the original information remaining unaltered.

Strategies

GTPS defines the aims of this statement through two specific privacy and confidentiality policies which are Confidentiality and Privacy Policy and Record Management Policy.



GTPS will ensure that information collected from Students, Staff, Contactors, Board Members, Volunteers and other Stakeholder is maintained in a private and confidential manner at all times and that such information is not divulged or communicated (directly or indirectly) to another person other than to the person to whom the information directly relates, to the regulatory authority or an authorised officer or as authorised, permitted or required to be given by or under any act or law, and where possible with the written consent of the person who provided the information

Forming part of this policy is:

- (i) **Confidentiality & Privacy Statement.**
- (ii) **Confidentiality Undertaking Form**

Authorised: GTPS CEO	Sonia Bhatia	Date	10 JAN 2022
Approved: GTPS Executive Board Member		Date	



Confidentiality & Privacy Statement.

Privacy Statement (Part of confidentiality & privacy Policy)

Dear staff/Contractor/Board member/Associate,

GUIDESTAR is committed to protecting your privacy

GUIDESTAR will only use your information for the purposes indicated/intended, unless otherwise consented by you or required by law.

GUIDESTAR will seek to ensure information in our records is accurate, up to date and complete. GUIDESTAR stores your information securely. We have a document storage and information technology practice that protects all private information in our care protecting it from unauthorized access, alteration or disclosure.

You can generally access your personal information by contacting Guidestar Training & Professional Services CEO via a written request.



Confidentiality undertaking (part of confidentiality & privacy policy)

Your relationship to Guidestar Training & Professional Services (Please choose one):

Board Member / Employee / Contractor / Volunteer / Other_____

I Mr. Ms, Mrs. Miss, Dr. etc. _____ have read and understood the Confidentiality and Privacy policy of Guidestar Training & Professional Services in relation to my association/position/role with Guidestar Training & Professional Services.

I understand that I need to comply with the above referenced policy. This compliance covers any information availed to me deliberately or otherwise, in hard or electronic copy, verbal or written by Guidestar Training & Professional Services.

This confidentiality undertaking binds me during my current engagement with Guidestar Training & Professional Services and after I cease my association with Guidestar Training & Professional Services.

I hereby undertake:

- Not to disclose any information accessed by me or to me during my time or association with Guidestar Training & Professional Services.
- Not to provide verbally or in a written format any information obtained during my association with Guidestar Training & Professional Services.
- Not to release or disclose to any person(s) organisations or entities, any information confidential to Guidestar Training & Professional Services (students, partners, other stakeholders etc.), except where I'm required by law or by or by a contractual obligation.
- I understand that if I breach this policy that serious measures will be taken which may include but are not limited to termination of my engagement/association, employment or contract with Guidestar Training & Professional Services
- I also understand that I need to maintain this confidentiality during and after I cease my involvement with Guidestar Training & Professional Services.

Signed: _____ Name: _____ Date: _____

Witnessed by: (Guidestar Training & Professional Services)

Signed: _____ Witness Name: _____ Date: _____.