

## PRIVACY STATEMENT

The Lady Gowrie Child Centre (Melbourne) Inc., trading as: Gowrie Victoria; takes its obligations under the Privacy Act 1988 (Commonwealth), The Health Records Act 2001 (Victorian) and other applicable privacy laws seriously. We respect the personal information that we hold. This policy sets out how we handle personal information about individuals.

Personal information is collected for the purpose of:

- providing our services
- research and developing our services
- reporting to government authorities
- complying with the law

All Registered Training Organisations (RTOs) are required to report information to their state and territory training authority. The range of information required includes the courses and subjects in which learners are enrolled, their age and gender, and the location of training. This information is used to:

- develop a picture of the vocational educational and training sector in Australia
- disclose to government authorities, including The Australian Taxation Office where required by law
- inform policy decisions
- enable reporting on what has been achieved with government funds
- assist in future planning

If you are registered as a trainee under an Australian Apprenticeship Scheme, we may be required to provide information relating to your progress to:

- your employer
- the Australian Apprenticeship Centre
- relevant state or federal government departments

The Lady Gowrie Child Centre (Melbourne) Inc. may also disclose your personal information to another person, body or agency without your consent where authorised or required by law.

We keep personal details secure. We ask clients to confirm some of the details we hold on them, to A) protect and B) confirm a client's identity when we are contacted via phone and are required to discuss a clients' personal information. If we cannot successfully identify a client via phone, the client's file is temporarily suspended. We request the client to present themselves at our administration office with photographic identification.

**All learners (and their parent/guardian if learner is under age of 18 years) have the right to view information stored in their personal file**, Please contact our Privacy Officer via phone to make such a request. I confirm that I have read and understood the above information and consent to the stated use of my personal information.

Learner Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent or guardian is required if trainee is under 18 years of age

Parent/Guardian Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_