



Introduction

The Hunter Valley Training Company (HVTC) is committed to ensuring the privacy of the personal information you have provided to us.

This Policy sets out the principles governing the way we may collect, store, use and disclose personal information throughout our operations.

What is Personal Information?

Personal information is any information or opinion about a person. This includes records containing your name, address, sex etc or physical information such as finger prints and DNA.

Personal information does not include employee records or information relating to a current or former employment relationship between HVTC and an individual.

Collection of Personal Information

HVTC may only collect personal information that is necessary for our activities. It may only be collected by fair and lawful means and not in an unreasonably intrusive way. Personal information must be collected personally from an individual where it is reasonable and practical to do so.

We may only collect sensitive personal information, such as the individual's racial or ethnic origin, political opinions, religious beliefs, trade union membership, criminal record without the individual's consent if:

- Collection of such information is required by law, or
- Information is needed to prevent or lessen a serious and imminent threat to life or health of any person.

Use and Disclosure

HVTC will only disclose personal information for the purpose for which it was originally collected. However we may use the information for other purposes only if we have the individual's consent or if the individual would reasonably expect that their information may be used in this way.

Security

HVTC will take all reasonable steps to protect personal information from misuse and loss and from unauthorised access, modification or disclosure.

Access

Copies of personal information may be provided to an individual if requested in writing.

Identifiers

HVTC will not release any information relating to a person using any identifier assigned to that person by a government body (eg Tax file number)

Transborder Data Flow

HVTC will only transfer personal information to another country if:

- We have the individual's consent, and
- We reasonably believe that the recipient is subject to a law or contract which effectively upholds the principles set out in this Policy.

