Progressive Training ™
(WA) Pty Ltd

Title:	**Privacy**	**Policy/Procedure TA 3.16**
Policy:	It is imperative that *Progressive Training (WA) Pty Ltd* and its employees and contractors are aware of the *'Privacy Act (1988)'*, the *'Privacy Amendment (Enhancing Privacy Protection) Act (2012)'* and the *'Privacy Regulation (2013)'*, and how it affects data collection within the organisation. *Progressive Training (WA) Pty Ltd* handles information in accordance with the thirteen (13) 'Australian Privacy Principles' (APPs) as outlined in Schedule 1 of the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* (available as **TA 3.16.01** The Australian Privacy Principles – distributed by the Office of the Australian Information Commissioner). **The 13 APPs are:** • **APP 1:** Open and transparent management of personal information • **APP 2:** Anonymity and pseudonymity • **APP 3:** Collection of solicited personal information • **APP 4:** Dealing with unsolicited personal information • **APP 5:** Notification of the collection of personal information • **APP 6:** Use or disclosure of personal information • **APP 7:** Direct Marketing • **APP 8:** Cross-border disclosure of personal information • **APP 9:** Adoption, use or disclosure of government related identifiers • **APP 10:** Quality of personal information • **APP 11:** Security of personal information • **APP 12:** Access to personal information • **APP 13:** Correction of personal information
Purpose:	The purpose of this Policy/Procedure is to outline the requirement to adhere to the Australian Privacy Principles (APPs).
Scope:	This Policy/Procedure applies to all employees, contractors and other affiliates of *Progressive Training (WA) Pty Ltd* who have been granted access to confidential information.

This document is **UNCONTROLLED** in hard copy – *Progressive Training (WA) Pty Ltd*				
Prepared by:	CEO	Title:	Australian Privacy Principles	Issue Date:	October 2012
Reviewed by:	Steve Meeny	Code:	TA 3.16	Last Reviewed:	January 2021
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Definitions:	**APP:** Australian Privacy Principles
Procedure:	The 'Confidentiality' Policy/Procedure (**HR 4.10**) outlines the expectations of *Progressive Training (WA) Pty Ltd*'s employees, contractors and other affiliates in relation to confidentiality matters and should be read in conjunction with this Policy/Procedure. The following Policy/Procedures provide guidance for dealing with misconduct and should be consulted for any breaches to this Privacy Policy/Procedure: • 'Complaints and Grievances' Policy/Procedure (**HR 4.13**). • 'Misconduct and Appeals' Policy/Procedure (**HR 4.01**).
Documentation:	'The Australian Privacy Principles' Attachment (**TA 3.16.01**). 'Confidentiality' Policy/Procedure (**HR 4.10**). 'Complaints and Grievances' Policy/Procedure (**HR 4.13**). 'Misconduct and Appeals' Policy/Procedure (**HR 4.01**).
References:	**Privacy Act (1988):** https://www.legislation.gov.au/Details/C2020C00237 **Privacy Amendment (Enhancing Privacy Protection) Act (2012):** www.legislation.gov.au/Details/C2015C00053 **Privacy Regulation (2013):** https://www.legislation.gov.au/Details/F2020C00075 **Australian Privacy Principles' (APPs):** https://www.oaic.gov.au/privacy/australian-privacy-principles-guidelines/

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