

PRIVACY STATEMENT

WESTERN VICTORIAN CAREERS EXPO

Wimmera and Southern Mallee Careers Association and Wimmera Southern Mallee LLEN

Introduction

The Wimmera and Southern Mallee Careers Association (WASM) believes that the responsible handling of personal information is a key aspect of governance and is strongly committed to protecting an individual's right to privacy.

Accordingly, WASM along with project managers Wimmera Southern Mallee LLEN (WSMLLEN), are committed to full compliance with obligations under the Information Privacy Act 2000 (the Victorian Privacy Act).

Purpose

The purpose of this statement is to outline how WASM and WSMLLEN, as the organisers of the Western Victorian Careers Expo (WVCE) will comply with the Information privacy principles in the Act. This Privacy Statement explains some of the principles and how they apply.

Statement

This statement applies to personal¹, sensitive² and health³ information collected and held for the purposes of conducting the Western Victorian Careers Expo.

Collection of Information

- WASM and WSMLLEN will only collect personal information that is necessary for the functions and activities of the Western Victorian Careers Expo (WVCE), and in doing so will use lawful and fair means.
- WASM and WSMLLEN will only collect sensitive information where consent has been given or otherwise as permitted by law.
- If it is reasonable and practicable to do so, WASM and WSMLLEN will collect personal information direct from the individual. When doing so, WASM and WSMLLEN will inform the individual of the purpose/s for which the information is collected.
- If WASM and WSMLLEN collects personal and health information about an individual from someone else, it will take reasonable steps to make the individual aware of these matters.
- Individuals will have the option of not identifying themselves when supplying information or entering into transactions with WASM and WSMLLEN, wherever it is lawful and practicable.

Use of Information

- WASM and WSMLEN will only use or disclose personal and health information for the purpose for which it was collected. Information is collected from the Exhibitor Registration, Group/School Booking, and Contact forms for the purpose of conducting the Western Victorian Careers Expo.
- WVCE committee, staff and project coordinators will treat personal and health information confidentially.
- If WASM and WSMLEN needs to share information for any other purpose than for which it was collected, agreement will be sought before doing so (unless otherwise required by law). Only authorised staff of WSMLEN and WASM and potentially event managers and sponsors will have access to this data.
- By visiting the WVCE website, the server may log information that is provided by your browser. This information is used to determine site visits. This information may include the type of browser you use, the date and time, top level domain name, your server's IP address, and the pages accessed and/or downloaded.

Security

- WASM and WSMLEN will maintain secure systems for storing personal and health information.
- WASM and WSMLEN will maintain operational policies and procedures to protect personal and health information from misuse and loss and from unauthorised modification or disclosure.
- WASM and WSMLEN will destroy or de-identify personal and health information if it is no longer needed for any purpose or as required by law.
- The WVCE website contains links to other organisation websites. WASM or WSMLEN are not responsible for the privacy practices of these websites.

Individuals' rights

- Individuals have a right to seek access to their personal and health information and make corrections. Access and correction will be handled under the Victorian Freedom of Information Act. Some limits may apply where particular circumstances prevent WASM and WSMLEN from releasing information. If any limits apply this will be explained.
- If personal and health information is inaccurate, incomplete, misleading or out of date, the individual may request WASM and WSMLEN to correct this information.
- Personal and health information cannot be removed from records, but a correcting statement may be added.
- WASM and WSMLEN does contract out some of its functions to third party contractors.
- All third-party contractors will be required to comply with the Acts in all respects.

Management of Complaints

- Complaints in relation to privacy and confidentiality will be handled by the Executive Officer of Wimmera Southern Mallee LLEN.
- Complaints will be investigated and a written response will be provided as soon as possible (but no later than 45 days).
- If an individual is not satisfied with the way in which WSMLEEN handles information or deals with a complaint, a formal complaint can be made to the relevant Commissioner.

Victorian Privacy Commissioner:

Phone:1300 666 444

E mail: enquiries@cpdp.vic.gov.au

www.cpdp.vic.gov.au

¹ Personal Information means information or an opinion, whether true or not, and however recorded in any form, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. For example, **WASM and WSMLEEN** holds personal information about its exhibitors (e.g. phone numbers) in order to carry out its functions.

² Some personal information may also be “sensitive information” as defined in the Privacy Act. Sensitive information includes information like an individual's racial or ethnic origin, political views, religious beliefs, sexual orientation, and membership of groups or criminal record.

³ Health Information is broadly defined to include information or an opinion about the physical, mental or psychological health of an individual, a disability, an individual's expressed wishes for future provision of health services or any health service provided to an individual, or other information collected to provide or in providing a health service.