

## **Privacy Act 1988 (Commonwealth)**

Serve-Safe is committed to ensure all staff and students are aware of their obligations under the Privacy Act 1988.

All staff and students shall have access to the legislation via [www.privacy.gov.au](http://www.privacy.gov.au) – listed throughout policies, procedures and the student handbook. All trainers will be advised of the Act within the induction process.

There are specific procedures to follow should any person request information pertaining to another individual associated with Serve-Safe.

Serve-Safe is also committed to the Ten National Privacy Principles (extracted from *the Privacy Amendment (Private Sector) Act 2000*) which are:

- Principle 1 – Collection
- Principle 2 – Use and Disclosure
- Principle 3 – Data Quality
- Principle 4 – Data Security
- Principle 5 – Openness
- Principle 6 – Access and Correction
- Principle 7 – Identifiers
- Principle 8 – Anonymity
- Principle 9 – Trans-border Data Flows
- Principle 10 – Sensitive Information

Any changes to this legislation and/or regulations will be communicated to staff and students through the internal review process and any legislative changes affecting training content will immediately be updated within the assessment instruments and student handbook.

This website is also listed within the Serve-Safe Policy and Procedures Manual.