

PRIVACY AND CONFIDENTIALITY POLICY

1. PURPOSE

- 1.1 The purpose of this Policy is to ensure that personal information, sensitive information, and health information of Indie Education employees, students, and learners, both past and present, are dealt with in a private and confidential manner.

2. SCOPE

- 2.1 This Policy applies to all employees (full time, part time, permanent, fixed term and casual) of Indie Education, including Indie School, Indie College, Indie Academy and Indie Services.
- 2.2 Indie Education contractors and consultants are at all times required to comply with this policy when handling personal information, sensitive information and/or health information collected by or on behalf of Indie Education in relation to employees, students, and learners, both past and present, and to treat all privacy matters in accordance with the values underpinning the Indie Education Code of Conduct

3. OVERVIEW

- 3.1 Indie Education is committed to meeting all the legal obligations expressed in legislation relating to Privacy.
- 3.2 The 'Privacy Act 1988' and the 'Health Records Act 2001 (Vic)' requires Indie Education to store, use and disclose personal, sensitive and health information collected about employees, students, and learners via the Australian Privacy Principles and the Health Privacy Principles located in Schedules in those respective Acts.

4. SPECIFIC POLICY PRINCIPLES

- 4.1 Consistent with the Privacy Principles set out in the Commonwealth and State legislation, Indie Education will ensure that:
- (a) Personal information is collected in accordance with the Australian Privacy Principles.
 - (b) There are secure record storage arrangements in place that meet legislation.
 - (c) Personal information is only used for the purposes for which it was collected or for other purposes as required by state or federal legislation.
 - (d) Personal information is only disclosed in accordance with the Australian Privacy Principles and Health Privacy Principles.

5. COMPLAINTS

- 5.1 Any person, who on reasonable grounds believes that Indie Education has breached this policy may lodge a complaint. Details regarding lodging a complaint are found on our website.

6. REASON FOR INFORMATION COLLECTION

- 6.1 Indie Education collects personal information, including sensitive information, about prospective and current students/learners, parents/guardians/care-providers, employees and contractors.
- 6.2 The overall purpose of collecting this information is to:
 - (a) Enable Indie Education to deliver education and other services
 - (b) Meet the functional needs of Indie Education, including financial management, legal accountability and national reporting requirements
 - (c) Meet the requirements of legislation or external government agencies.

7. TYPES OF INFORMATION COLLECTED

- 7.1 Indie Education only collects information that is necessary.
- 7.2 The type of information collected consists of, but is not limited to:
 - (a) Names and other related contact details
 - (b) Identification numbers such as USI's
 - (c) Emergency contacts
 - (d) Photographic identification
 - (e) Video images through CCTV, webinars and Zoom/Teams meetings
 - (f) Qualification history and progress
 - (g) Complaints or misconduct details or information
 - (h) Working with Children Check (or equivalent) and National Policy Checks
 - (i) Health and disability information relating to individuals
 - (j) Other related personal information required for the effective management of the company.
- 7.3 Personal, sensitive and health information shall not be collected by unlawful or unfair means.

8. EMERGENCY SITUATIONS AND CRIMINAL ACTIVITY

- 8.1 Indie Education may disclose information for a secondary purpose if it reasonably believes that the use or disclosure is necessary to lessen or prevent:
 - (a) A serious and imminent threat to an individual's life, health, safety or welfare; or
 - (b) A serious threat to public health, public safety or public welfare; and
 - (c) The information is used or disclosed in accordance with relevant legislative or regulatory guidelines.

9. QUALITY OF PERSONAL INFORMATION

- 9.1 Indie Education shall take all reasonable steps to ensure the information it collects is accurate, complete and up to date and is relevant to its role.
- 9.2 Indie Education shall take all reasonable steps necessary to ensure that records containing personal, sensitive or health related information are accurate, up to date and complete before being used for any relevant, lawful purpose.
- 9.3 Indie Education shall ensure that it does not intrude, to an unreasonable extent, upon the personal affairs of any individual.

10. SECURITY OF PERSONAL INFORMATION

- 10.1 Indie Education shall take all reasonable steps to ensure the data collected is protected from misuse and loss, and is safe from unauthorised access, medication or disclosure. Information no longer required will be destroyed or stored securely.

11. CONFIDENTIALITY

- 11.1 Employees may have access to information that is confidential and/or commercially valuable to Indie Education, including but not limited to intellectual property and data. All confidential information is to only to be used for the purpose of performing obligations to the individual's role. This clause will survive termination or expiration of employment.

12. POLICY REVIEW

- 12.1 In accordance with Indie Education's policy review protocol, this Policy will be reviewed annually. If there are material changes to circumstances before the 12-month review period, this Policy will be reviewed immediately to ensure its contents remain effective and up to date.

13. AUTHORISATION

- 13.1 This Policy has been reviewed and approved in accordance with the delegations set out in the Chief Executive Officer Limitations Policy and is available to the Board and the Chief Executive Officer for ongoing consideration.