



Australian College of
Christian Studies



**GLO COLLEGE OF
MINISTRIES**

PRIVACY POLICY

POLICY DOCUMENT TRACKING

Policies contained within this document

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Other documents that contain this policy

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PRIVACY POLICY

1.0 Privacy

GLO College of Ministries takes the privacy of all individuals very seriously and we will comply with all legislative requirements.

These include the Privacy Act and National Privacy Principles (2001).

The GLO College of Ministries enrolment form provides for individuals to give permission for GLO College of Ministries Ministry Team members to discuss an individual's progress in their training with prospective church and ministry leaders.

In some cases we will be required by law or required by the AQTF standards to make participant information available to others. In all other cases we ensure that we will seek the written permission of the individual concerned.

2.0 The 10 Privacy Principles are defined below:

1. Collection - GLO College of Ministries will collect only the information necessary for one or more of our functions. The individual will be told the purposes for which the information is collected.
2. Use and disclosure - Personal information will not be used or disclosed for a secondary purpose unless the individual has consented or a prescribed exception applies.
3. Data quality – GLO College of Ministries will take all reasonable steps to make sure that the personal information we collect, use or discloses is accurate, complete and up to date.
4. Data Security – GLO College of Ministries will take all reasonable steps to protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure.
5. Openness – GLO College of Ministries will document how we manage personal information and when asked by an individual, will explain the information we hold, for what purpose and how we collect, hold, use and disclose the information.
6. Access and correction - The individual will be given access to the information held except to the extent that prescribed exceptions apply. We will correct and update information errors described by the individual.
7. Unique Identifiers - Commonwealth Government identifiers (Medicare number, tax file number, Visa numbers) will only be used for the purposes for which they were issued. We will not assign unique identifiers except where it is necessary to carry out its functions efficiently.
8. Anonymity - Wherever possible, GLO College of Ministries will provide the opportunity for the individual to interact with them without identifying themselves.
9. Trans-border Data Flows - The individual's privacy protections apply to the transfer of personal information out of Australia.
10. Sensitive Information – GLO College of Ministries will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.