



AUSTRALIAN COLLEGE OF NURSING POLICY AND PROCEDURE

Code and Number	A.3
Title of Document	Privacy Policy

POLICY

The Australian Privacy Principles (APPs) contained in the *Privacy Act 1998* (CTH) and the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*, except when qualified by any relevant Codes of Practice, will underpin all matters related to personal information in ACN. The policy applies to personal information collected and held by ACN. ACN has elected to use the Layered Privacy Notice format. * This provides individuals a succinct overview of how ACN collects/stores/disposes of personal information.

ACN's Privacy Policy can be accessed from ACN's website.

PROCEDURE

Personal Information Handling Practices - Collection

ACN collects personal information about individuals directly from individuals when it is necessary for one or more of ACN's functions or activities and only when it is necessary for or directly related to such purposes.

Use and disclosure

ACN will only use personal information for the purposes for which it is collected it - purposes which are directly related to one of ACN's functions or activities. ACN does not disclose information about an individual to any other individual, government authority, or private sector organisation unless one or more of the following applies:

- the individual would reasonably expect, or has been told, that information of that kind is usually passed to those individuals, bodies or agencies state if the collection is voluntary, and the consequences for individuals if it is not, or only in part, provided
- not disclose personal information outside ACN except where:
 - the subject of the information has consented to the disclosure, or has been notified of the likelihood of the disclosure, and where the information disclosure is related only to the primary purpose for which it was collected; or
 - ACN is required by legislation, court order or other legally enforceable instrument and the request is in an appropriate written form; or
 - disclosure is reasonably believed to be necessary to prevent or lessen a serious and imminent threat to the life or health of any person
 - Where these exceptions occur then ACN will:
 - state what the personal information will be used for
 - state who will receive the personal information

Data security

ACN take steps to protect the personal information we hold against loss, unauthorised access, use, modification or disclosure, and against other misuse. When the personal information that we collect is no longer required, we destroy or delete it in a secure manner.

Individual's choices

Individuals can access the personal information that ACN hold about them and will provide contact details regarding who to contact regarding access to and correction of that personal information.

If an individual is listed on one or more of ACN's media email lists (this includes but is not limited to communities of interest, regions, e-newsletters, events notifications) an opt out option is available at all times. Individuals have the ability to unsubscribe by using the 'unsubscribe' options included in our emails.

ACN's obligations

ACN will:

- make available to all this policy related to collection, use, maintenance and disposal of personal information
- take reasonable steps to ensure that personal information that is held is relevant, not excessive, accurate, up to date, complete and that the collection does not unreasonably intrude on the personal affairs of individuals
- retain personal information for no longer than is necessary and then dispose of it lawfully and securely
- protect personal information from loss, unauthorised access, use, modification or disclosure or other misuse
- ensure that all reasonable steps are taken to ensure that personal information is not used or disclosed without authorisation by external service providers
- not apply to any personal information an identifier code that has been assigned by any other organisation or agency
- not disclose personal information in any other circumstances other than those detailed above.

How to contact us

Privacy Complaints

Individuals, who feel that ACN may have breached their Privacy or ACN's Privacy Policy, are to contact ACN in writing either by email, fax or letter addressed to:

Chief Executive Officer
Australian College of Nursing
PO Box 219
DEAKIN WEST ACT 2600
Fax: 02 6282 3565
Email: canberra@acn.edu.au

For general information:

Canberra office

1 Napier Close Deakin ACT 2600 or Postal address PO Box 219, Deakin West ACT 2600
Freecall 1800 061 660 *call may incur charges, t 02 6283 3400, f 02 6282 3565, e canberra@acn.edu.au

Membership - Freecall 1800 061 660 *call may incur charges, e membership@acn.edu.au

Scholarships - Freecall 1800 117 262 *call may incur charges, e scholarships@acn.edu.au

Sydney office

14 Railway Parade Burwood NSW 2134 or Postal address Locked Bag 3030, Burwood NSW 1805
Freecall - 1800 265 534 *call may incur charges, Phone 02 9745 7500

Course information and enrolment - t 02 9745 7500, f 02 9745 7501, e ssc@acn.edu.au

Customised Education and Consultative Services - t 02 9745 9614, f 02 9745 7501, e cecs@acn.edu.au

* The Layered Privacy Notices format was endorsed by Data Protection & Privacy Commissioners in 2003, further developed in the Berlin Memorandum and endorsed in Opinion WP 100 by the Article 29 Committee of European Data Protection Commissioners.

RELATED POLICIES

PRD.2 Governance Charter

A.2 Confidentiality of Information

RELATED LEGISLATION

Privacy Act 1998

Privacy Amendment (Enhancing Privacy Protection) Act 2012

Privacy and Personal Information Protection Act 1998 (NSW)

Privacy Amendment (Private Sector) Act 2000 (CTH)

External source

Australian Government - Office of the Australian Information Commissioner

Responsibility for Review	Executive Leadership Team
Ratification	Board
Date of Issue	December 2012
Date Last Reviewed	March 2014
Date Next Review Due	March 2016