

Privacy Policies and Notices

Hands-On First Aid takes the privacy of students very seriously and complies with all legislative requirements. These include the *Privacy Act 1988*. The *Privacy Amendment (Enhancing Privacy Protection) Act 2012* (Privacy Amendment Act) made many significant changes to the *Privacy Act 1988* (Privacy Act). The main change is that all businesses that collect or handle personal information will be required to comply with a new set of Principles, the Australian Privacy Principles (APPs) as of 12 March 2014.

We will collect only the information necessary for our primary function and you will be told the purposes for which the information is collected.

Personal information will not be used or disclosed for a secondary purpose.

We will take all reasonable steps to make sure that the personal information we collect, use or disclose is accurate, complete and up to date.

We will take all reasonable steps to protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure.



Hands-On First Aid will only use or disclose personal information about a student for a purpose other than the primary purpose of collection (a 'secondary purpose') if:

1. the secondary purpose is related to the primary purpose of collection and the student would reasonably expect to use or disclose the information for the secondary purpose, or
2. Hands-On First Aid reasonably believes that the use or disclosure is necessary to lessen or prevent a serious and imminent threat to an individual's life, health or safety or a serious threat to public health or public safety, or
3. Hands-On First Aid has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses the personal information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities, or
4. the use or disclosure is required or specifically authorised by law.

Notwithstanding the above, Hands-On First Aid is prohibited by law from releasing a student's personal information to third parties, including members of their family without that individual's prior written consent.

Photography Privacy

We recognise that in some circumstances there are sensitivities relating to the taking of photographs. This is particularly relevant to capturing images of children. We may, from time to time, wish to take photos of training activities we are conducting. When these instances arise in an environment external to our own training facilities, we will first obtain permission from the premise's owner or manager, as well as from the students themselves.

If you have concerns about how Hands-On First Aid is managing your personal information, we encourage you to inform our staff and discuss your concerns. You are also encouraged to make a complaint directly to us in writing by post or email.

Under the *Privacy Act 1988* (Privacy Act) you also have the right to make a complaint to the Office of the Australian Information Commissioner (OAIC) about the handling of your personal information. You can find more information about making a privacy complaint at the website of the OAIC located at: <http://www.oaic.gov.au/privacy/privacy-complaints>.