

# Privacy

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## Policy

Master Plumbers' complies with the principles of the *Information Privacy Act 2000* (Victoria), including:

- only collecting information with the knowledge and consent of the person
- only using personal information for the purposes for which it was collected
- not disclosing, reselling, distributing to or sharing personal information with, a third party without the prior written consent of the person
- not disclosing personal information to state institutions or authorities except as required by law or regulation
- ensuring that demographic and other statistical information is not linked to any personal information that can disclose the identity of a person
- using, from time to time, a person's contact details to provide them with information about its programs or activities.

The Group Training Scheme management system is password-protected. Only the General Manager Corporate Services, Administration and Group Training Scheme staff are authorised to use it.

A person can gain access to the personal information Master Plumbers' holds about them by making a request in writing, detailing the information they seek, and by providing proof of their identity.

After reviewing this information, a person can provide, in writing, any corrections which in their view should be made to the information that Master Plumbers' holds about them.

The Master Plumbers' website does not use cookies (a piece of data stored on a user's hard drive containing information about them) and Master Plumbers' does not plan to use them in future.

The Master Plumbers' website may contain links to other sites. Master Plumbers' is not responsible for the accuracy or the privacy practices of such sites.

Master Plumbers' advises visitors to its website that, when they follow a link to another website from the Master Plumbers' website, they should read the privacy statements of each and every website which collects identifiable personal information.

## Procedures

### **8. Give a student access to their file**

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*Administration*

Use *MPF04 Request for student information* to note all details of implementation of this procedure.

On request, advise the student that their request must be made in writing, on a *MPF04 Request for student information* which they can download from [www.plumber.com.au](http://www.plumber.com.au) Advise the student they must bring the completed *MPF04 Request for student information* personally to the office, with proof of their identity (such as a current and valid driver's license, learner's permit or passport).

Clarify with the student any uncertainty about their request to information, such as exactly what information they want.

When a student attends the office, verify their identity.

Photocopy relevant information for the student, if they wish, and return the information to the file.

On the *MPF04 Request for student information*, write your signature, the details of the identification shown, the information you provided access to, and the date you provided it.

File the *MPF04 Request for student information* in the student's file.

## **9. Get access to your file**

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*Student*

Download *MPF04 Request for student information* from [www.plumber.com.au](http://www.plumber.com.au).

Bring the request personally to the office, with proof of your identity (such as a current and valid driver's license, learner's permit or passport).

The office will photocopy relevant information for you.

## **10. Authorise access to the Group Training Scheme Management System**

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*General Manager Corporate Services*

The General Manager Corporate Services is to provide access to the Group Training Scheme Management System only to staff that need access to this confidential information.

Each person given access must be reminded of their responsibility under the Privacy Act and also their responsibility to respect the GTOs Intellectual Property (and that it is a part of their contract of employment) and that failure to do so may result in disciplinary action.

General Manager Corporate Services will assign an organisational specific user login and password for each authorised person

Tell the authorised person the log-in.

Tell the authorised user the password and request them to memorise it.

### **Review date**

Master Plumbers' reviews and revises this policy as and when required, and at least every 5 years. It last reviewed the policy in February 2014.