



- i. Collects is accurate, up to date and complete;
 - ii. Uses or discloses, is, having regard to the purpose of the use or disclosure, accurate, up to date, complete and relevant.
- b) Security of personal information
- OPIE will take steps, as are reasonable in the circumstances to:
- i. Protect the information from misuse, interference and loss as well as unauthorised access, modification or disclosure.
 - ii. Destroy the information or to ensure that the information is de-identified.

3.7 PART 5 Access to, and correction of, Personal Information

- a) OPIE provides all students with electronic access to their own personal records, where the individual can update and maintain their own personal information.
- b) In some circumstances, OPIE may not permit access to individuals for their personal information. If this is ever the case, OPIE will provide full details for the legal reasons for this decision. These may include that OPIE believes :
 - i. That giving access to the information would pose a serious threat to the life, health or safety of the individual, or to public health or public safety; or
 - ii. Giving access would have an unreasonable impact on the privacy of other individuals; or
 - iii. The request for access is frivolous or vexatious; or
 - iv. The information relates to existing or anticipated legal proceedings between OPIE and the individual, and would not be accessible by the process of discovery in those proceedings; or
 - v. Giving access would reveal the intentions of OPIE in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
 - vi. Giving access would be unlawful; or
 - vii. Denying access is required or authorised by or under an Australian law or a court/tribunal order; or
 - viii. Both of the following apply:
 - f* OPIE has reason to suspect that unlawful activity, or misconduct of a serious nature, that relates to OPIE functions or activities has been, is being or may be engaged in;
 - f* Giving access would be likely to prejudice the taking of appropriate action in relation to the matters; or
 - ix. Giving access would be likely to prejudice one or more enforcement related activities conducted by, or on behalf of, an enforcement body; or
 - x. Giving access would reveal evaluative information generated within OPIE in connection with a commercially sensitive decision-making process.
- c) When dealing with requests for access to personal information, OPIE will:
 - i. Respond to request for access within 30 days of the request, if from an individual, and within a reasonable time, if the request is from an organisation; and
 - ii. Provide access to the information in the manner requested, if it is reasonable and practicable to do so.



- d) OPIE does not charge a fee for access to personal information. The exception is re-prints of certification documentation previously supplied.
- e) With regard to the correction of personal information held:
- i. should OPIE be satisfied that information is inaccurate, out of date, incomplete, irrelevant or misleading, OPIE will take such steps as reasonable to correct the information to ensure that, having regard to the purpose for which it is held, the information is accurate, up-to-date, complete, relevant and not misleading.
 - ii. Should OPIE refuse to correct information, OPIE will give written notice to the individual that sets out:
 - The reason for refusal
 - The mechanisms available to complain about the refusal; and
 - Any other matter prescribed by the regulations.

4. OPIE Responsibilities

CEO of OPIE ensures that all employees are made aware of this policy and its underpinning legislative requirements, and comply with this policy at all times.

CEO of OPIE ensures that all students have access to and awareness of this policy.

5. Records Management

All personal information and records are maintained in accordance with Records Management Policy. (See Records Management Policy)

6. Monitoring and Improvement

All practices for Privacy are monitored by the CEO of OPIE and areas for improvement identified and acted upon. (See Continuous Improvement Policy)