

## Hospitality Industry Training - Policy and Procedure

**Procedure:** Privacy Principles  
**No:** HITP0018/2  
**Issued:** 09.01.2006  
**Reviewed:** 23.12.2008

### **Purpose:**

To ensure HIT adheres to all relevant legislation regarding personal information and how this information may be used.

### **Areas affected:**

Hospitality Industry Training

### **General:**

HIT respects your privacy and complies with the National Privacy Principles. Unless you give us consent to act otherwise, the following policy will govern how HIT handles your personal information and safeguards your privacy.

#### *Our Commitment*

HIT is committed to complying with the National Principles for the fair handling of personal information developed by the Australian Federal Privacy Commissioner.

#### *What Information Do We Collect*

Personal information is information that allows others to identify you.

Certain personal information is collected when you contact us, including but not limited to, your name, gender, date of birth, email address, mobile phone number and postcode. This could also include information from individuals who seek enrolment in a training course. This information may be in the form of a resume – forwarded by the applicant by mail, fax or e-mail.

Information is also gathered from other parties that could include TAFE Institutes or Registered Training Organisations. Personal information gathered must only be used for the purpose agreed by both the provider of information and HIT.

#### *How Will We Use It?*

Your information will be held in the strictest confidence. HIT will not disclose, share or sell any personal information about you to any third party.

The information collected is for the purpose of recording academic statements, informing funding bodies of academic achievements and employment outcomes, including employer details, number of hours per week etc. We may also use personal information to notify participants of potential employment opportunities or graduation details. Upon commencement of training, all students will be given a copy of HIT's Privacy Policy.

#### *Changes to the Privacy Statement*

HIT is committed to comply with any laws introduced to strengthen protection for your privacy. We reserve the right to change our privacy policy at any time and notify you by posting an updated version of the policy on our website and on our staff/student notice board.

### **Procedure Ends**