

# HTN POLICY AND PROCEDURES



## SUBJECT: PRIVACY OF INFORMATION

**POLICY:** HTN is firmly committed to the protection of information (personal or other) provided by both host employers and apprentices/trainees.

HTN views privacy as a serious matter and therefore this privacy policy applies to the collection, storage, use and dissemination of information collected from host employers, apprentices and trainees.

**PURPOSE:** To comply with the Privacy Amendment Act 2000 and to relate how we manage personal information.

**SCOPE:** All Staff

## PROCEDURES AND AREAS OF RESPONSIBILITY:

### Information Collected:

HTN collects information from apprentices, trainees and host employers.

The information collected from apprentices and trainees includes:

Names, addresses, phone numbers, email address, emergency contact details, tax file numbers, qualifications, date of birth, marital status, nationality, bank account details and information that may relate to previous employment.

The information collected from host trainers/employers includes:

Company names, addresses, phone numbers, A.B.N. & A.C.N. numbers, company directors details, credit references and trading details.

**HTN does not** collect sensitive information such as an individual's political opinion or sexual preferences etc.

### How the Information is Collected:

Information is collected by HTN when an application for employment is submitted by a candidate seeking an apprenticeship/traineeship and then at the point of formally establishing a "training contract." Information is then updated ongoing through field reporting and telephone calls throughout the term of the training contract.

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Information pertaining to host employers is collected if an establishment requests HTN to recruit and place an apprentice or trainee with them. Information is collected via a number of standard application forms including credit applications.

### **Why the Information is Collected:**

The information collected is done so for the purpose of establishing and maintaining apprenticeship and traineeship employment.

### **How Information is Stored:**

HTN stores personal information using a combination of computer and paper based storage facilities. Paper records are stored in a fireproof strong room with security access available to authorised staff only. Access to electronic storage is also limited to authorised personnel and password restricted.

HTN makes every endeavour to protect your information from misuse, loss, unauthorised access, modification or disclosure.

### **Dissemination of Information to Third Party's:**

In order that apprenticeships and traineeships can be registered and then processed by the various State and Territory Departments of Education and Training, an apprentices or trainees contact details will be forwarded to the relevant Department for the purpose of administering the training contract agreement maintained between the apprentice/trainee and HTN.

The Department of Education, Science and Training or The Department of Employment and Workplace Relations may also receive an apprentice or trainee's contact details if they have been recruited and employed with the assistance of Commonwealth funding.

Details collected from host employers and apprentices/trainees will not be forwarded to a third party unless HTN is required to do so to comply with the law.

### **Access to Information:**

HTN makes every effort to ensure that your details are accurate and up to date. Should your details change at any time, please contact us in order that we can up date your information.

Personal information may be accessed by you at a pre-arranged time should you wish to do so, and copies of personal information documents will be supplied to you upon your request in writing.

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## **Contacting us:**

HTN will undertake to investigate or acknowledge any complaints regarding the way in which we handle information.

Should you have any comments or you wish to make a complaint, please write to:

**The General Manager  
Hospitality Training Network Ltd.  
PO Box 198  
Roseville NSW 2069.**