

## Please Note:

The information we request from you ensures we can provide the most complete and efficient service. We only request information required by us in order to carry out our functions.

Your information is treated with privacy and respect in line with the Victorian Information Privacy Principles (IPPs) and the Australian Privacy Principles (APPs).

Wyndham CEC offers programs and services funded by both State & Commonwealth Governments. This flyer contains the Victorian IPPs. We will also provide you with a copy of the Australian Privacy Principles.

**A copy of our privacy policy is provided to you at enrolment or commencement in a program/service. Please read it carefully. For more information contact our Privacy Officer at [privacyofficer@wyndhamcec.org.au](mailto:privacyofficer@wyndhamcec.org.au)**

## Wyndham Community and Education Centre Inc

Main Office is located at:  
20 Synnot St  
Werribee 3030

Phone (03) 9742 4013  
Fax: (03) 9749 8400  
E-mail:  
[enquiries@wyndhamcec.org.au](mailto:enquiries@wyndhamcec.org.au)

Privacy Officer:  
[privacyofficer@wyndhamcec.org.au](mailto:privacyofficer@wyndhamcec.org.au)

## Privacy and Your Rights

Improving lives ... strengthening  
communities



**Wyndham**  
Community &  
Education Centre Inc.  
*Improving lives - Strengthening communities*

[www.wyndhamcec.org.au](http://www.wyndhamcec.org.au)

# Information Privacy Principles

The following principles guide Wyndham Community and Education Centre Inc. (Wyndham CEC) in relation to collecting and handling your personal information. These principles are defined in the Victorian Privacy & Data Protection Act 2014 and align closely with the Australian Privacy Principles. When collecting and managing your personal information, Wyndham CEC complies with the ten information privacy principles and/ or the Australian Privacy principles as applicable:

## Principal 1—Collection

Personal information (possibly including sensitive information) is only collected when reasonable and necessary for providing a service or training to you. This information will be collected in a fair and reasonable manner and steps will be taken to tell you who we are, how to contact us and the reason for collecting the information. We are required by law to hold this information for a period of time for auditing purposes by funding bodies.

## Principle 2—Use & Disclosure

We will only use or disclose your information for the purpose for which it was collected. This information may be passed on to specific Government Departments who provide funding and conduct regular audits.

Information is not passed on to any other non relevant outside parties without your consent. Some statistical data is noted, but individual identities are protected.

## Principle 3—Data Quality

Information is an important resource. Reasonable steps are taken to ensure that the information we hold is relevant, complete and up to date.

## Principle 4—Data Security

Reasonable steps are taken to ensure this information is used and stored in secure work locations and is protected from misuse, loss, unauthorized access and modification. This includes destroying or de-identifying information no longer needed.

## Principle 5—Openness

This privacy information is available to all clients and participants who may request information about what data is held, why and how it is collected, used stored and disclosed about themselves. We will make the policy available to all students/clients.

## Principle 6—Access & Correction

Information we hold about you can be made available upon request (see policy). Access may be denied if it would have an unreasonable impact on the privacy of others or where access may result in a breach of the organization's duty of care to others. If you disagree with information we hold about you or it is incorrect, we will take reasonable steps to take a statement to this effect to correct the information on reaching agreement.

## Principle 7—Unique Identifiers

Unique Identifiers are only assigned to you or used when necessary to carry out one or more of our functions efficiently to provide a service/ program.

## Principle 8—Anonymity

Whenever it is lawful and practicable, you may have the option of not identifying yourself when entering a transaction with us.

## Principle 9—Transborder Data Flows

Information held about you will not be transferred outside Victoria without your consent, or unless required to meet contractual obligations and to a recipient bound by principles similar to the Information Privacy Principles, such as the Australian Privacy Principles (APPs) from the commonwealth legislation.

## Principle 10—Sensitive Information

Sensitive information will not be collected without your consent unless required by law or for contractual obligations. We may request sensitive or health information in the interests of your own health or wellbeing whilst you are attending Wyndham Community and Education Centre.

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EDUCATION CENTRE INC**

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