Purpose
This document describes the Acumen’s policy regarding the collection, use, storage, disclosure of and access to personal information, including health information, in relation to the personal privacy of past and present staff, students and other members of the Acumen.

Scope
This policy applies to personal information collected by the Acumen concerning staff, students, prospective students, individual clients and other individuals. It does not apply to information about corporations.

This policy does not apply to personal information that is:

1. In a publication that is available to the public;
2. Kept in a library, art gallery or museum for reference, study or exhibition purposes;
3. A public record under the control of the Keeper of Public Records that is available for public inspection; or
4. An archive within the meaning of the Commonwealth Copyright Act 1968.

This policy must be observed by all Acumen staff, consultants, external contractors and students who have access to personal information held by the Acumen.

Definitions

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<th>Personal information</th>
<th>Means information or an opinion (including information or an opinion forming part of a database), that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.</th>
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<td>Health information:</td>
<td>means- information or an opinion about: the physical, mental or psychological health (at any time) of an individual; or a disability (at any time) of an individual; or an individual’s expressed wishes about the future provision of health services to him or her; or a health service provided, or to be provided, to an individual; that is also personal information; or other personal information collected to provide, or in providing, a health service;</td>
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or other personal information about an individual collected in connection with the donation, or intended donation, by the individual of his or her body parts, organs or body substances; or other personal information that is genetic information about an individual in a form which is or could be predictive of the health (at any time) of the individual or of any of his or her descendants.

**Sensitive information:**

Means information or an opinion about an individual’s:
- Racial or ethnic origin;
- Political opinions;
- Membership of a political association;
- Religious beliefs or affiliations;
- Philosophical beliefs;
- Membership of a professional or trade association;
- Membership of a trade union;
- Sexual preferences or practices; or
- Criminal record;
- That is also personal information.

**Policy Statement**

It is Acumen policy that:

1. The collection and use of personal information must relate directly to the legitimate purposes of Acumen.
2. Individuals must aware of, or informed of, the purposes for which personal information is obtained.
3. Acumen will take all reasonable measures to ensure that the personal information it receives and holds is up to date.
4. Acumen will take all reasonable measures to store personal information securely.
5. Individuals are entitled to have access to their own records, unless prevented by law.
6. Third party access to personal information may only be granted in accordance with privacy principles and Acumen policy and procedure.
7. Acumen will amend records shown to be incorrect.

**Complaints Provision**

Any person, whether or not a member of the Acumen, who on reasonable grounds believes that the Acumen has breached this policy may complain in writing to the Acumen’s Operations Manager specifying details of the alleged breach.
It is requested that the written complaint be forwarded within six (6) months of the time the complainant first became aware of the breach. If a complaint is received after this time, Acumen may not be able to investigate the complaint.

Operations manager shall investigate complaints as expeditiously as practicable and shall provide a written copy of the findings of fact and recommendations made to both the CEO and to the complainant within 45 days of receipt of the complaint.

CEO or nominee will determine what action will be taken on any recommendation contained in the findings of the operations manager.

Operations manager will keep a confidential record of complaints.

**Responsibilities**

CEO will be responsible for control and maintenance of the Privacy Policy.

Operations Manager will be responsible for the administration of this Policy.

Specifically, the operations manager will:

1. Keep records which are required to be kept under this Policy;
2. Investigate complaints concerning a breach of the Information Privacy Principles.
3. Conduct an ongoing review of Acumen’s practices and procedures to ensure that they comply with this Policy, current legislation and best practice; and
4. Inform and assist staff with respect to privacy issues.

**Legislative Context**

- Victorian Information Privacy Act 2000
- Commonwealth Copyright Act 1968
- Victorian Freedom of Information Act 1982
- Victorian Public Records Act 1973