



Privacy Policy

Version: 1 (Based on the University of Melbourne Privacy Policy ([MPF1104.9](#)))

1. Objectives

1.1. This policy establishes AMEB Victoria's obligations for handling personal information of past and present staff, candidates, enrollers and other individuals associated with the company, and will identify the company's approach to privacy and how it will respond to potential privacy breaches.

2. Scope

2.1 This policy applies to the personal and health information (including sensitive information) of staff, candidates, enrollers and other individuals associated with AMEB Victoria, collected by AMEB Victoria.

3. Authority

3.1. This policy is made under the Constitution of AMEB Victoria and supports compliance with the:

- (a) Privacy and Data Protection Act 2014 (Vic);
- (b) Health Records Act 2001 (Vic);
- (c) Public Records Act 1973 (Vic);
- (d) Privacy Act 1988 (Cth) in circumstances where AMEB Victoria agrees to be bound contractually under the Commonwealth privacy legislation, or where it is subject to specific provisions, such as the Notifiable Data Breaches (NDB) scheme which applies to AMEB Victoria as a Tax File Number Recipient.

4. Policy

4.1. AMEB Victoria collects, uses, discloses and manages personal information in accordance with the Victoria Information Privacy Principles contained in the Privacy and Data Protection Act 2014 (Vic).

4.2. In circumstances where the Privacy Act 1988 (Cth) applies to AMEB Victoria's operations or activities, AMEB Victoria will comply with Australian Privacy Principles that have the same intent as the Victorian principles.

4.3. AMEB Victoria collects health information of its staff, candidates, enrollers and other individuals associated with AMEB Victoria in accordance with the Health Privacy Principles in the Health Records Act 2001 (Vic).

Privacy officer

4.4. AMEB Victoria's Privacy Officer is responsible for responding to all complaints of potential privacy breaches. AMEB Victoria's Privacy Office is the General Manager.

Privacy statements

4.5. Privacy statements will be available on the AMEB Victoria website and include:

- (a) AMEB Victoria's main functions and the types of personal information collected to fulfil these functions;
- (b) how personal information is used and to whom it is routinely disclosed;
- (c) whether collection of personal information is optional or compulsory;
- (d) how the information is stored and how access is properly managed; and
- (e) how privacy is protected if the information is collected, stored or transferred outside Victoria.

Privacy management plan

4.6. AMEB Victoria's Privacy Management Plan sets out specific processes and procedures for the collection, storage and transfer of personal data, along with access to and use of this data.

5. Procedural principles

5.1. The Privacy Officer is responsible for responding to all complaints of potential privacy or personal data protection breaches.

5.2. Privacy collection notices specific to particular projects or activities will be provided at the point of collection of any personal information from individuals.

5.3. Both the general website privacy statements and specific privacy collection notices must include the following information:

- (a) the main functions of AMEB Victoria and the types of personal information collected to fulfil these;
- (b) the name and contact details of the appropriate representative in relation to those functions;
- (c) the purposes of collection of the information;
- (d) how personal information is used and to whom it is routinely disclosed;
- (e) whether collection of personal information is optional or compulsory under applicable legislation;
- (f) how individuals can request access to, or correction of, their personal information; and
- (g) the name and contact details of the Privacy Officer.

6. Roles and Responsibilities

<i>Role/Decision/Action</i>	<i>Responsibility</i>	<i>Conditions and limitations</i>
The Privacy Officer must control and maintain the Privacy Policy	General Manager	
The Privacy Officer must administer this policy, including monitoring compliance, informing and assisting staff on privacy issues and responding to complaints concerning potential privacy breaches	General Manager	In accordance with relevant legislation, standards and this policy

7. Definitions

Australian Privacy Principles means the set of 13 principles in the [Privacy Act 1988 \(Cth\)](#) governing the collection, quality, use, disclosure, management and transfer of personal information.

Health information has the meaning given to it in section 3 of the [Health Records Act 2001 \(Vic\)](#).

Health Privacy Principles means the set of 11 principles in the [Health Records Act 2001 \(Vic\)](#) governing the collection, management, use, disclosure and transfer of health information by organisations such as AMEB Victoria.

Information Privacy Principles means the set of 10 principles in the [Privacy and Data Protection Act 2014 \(Vic\)](#) governing the collection, use, disclosure, management and transfer of personal information by organisations such as AMEB Victoria.

Notifiable Data Breach scheme (NDB) means eligible data breaches that fall under the Commonwealth mandatory reporting scheme. As a Tax File Number Recipient, this applies to AMEB Victoria in relation to any unauthorised access to, or unauthorised disclosure of, tax file number data.

Personal information has the meaning given to it in section 3 of the [Privacy and Data Protection Act 2014 \(Vic\)](#)

Sensitive information has the meaning given to it in schedule 1 of the [Privacy and Data Protection Act 2014 \(Vic\)](#).

8. Information

Approval date	
Effective date	
Document author	General Manager
Document approver	Board of Directors
Distribution	Internal: All staff members, including employees, volunteers, contractors, service providers, board/committee members

9. Approval and review

Version	Approved by	Approval Date	Effective Date	Review Date	Sections Modified
1	Board of Directors	28 February 2025	28 February 2025	February 2026	N/A