

Hospitality Group Training Inc

POLICY AND PROCEDURE

TITLE	Privacy Policy
PURPOSE	To ensure HGT adheres to the legislation regarding personal information and how HGT will handle such information and any enquires.
RESPONSIBLE OFFICER -	Executive Officer

Personal information gathered by HGT must only be used for the purpose agreed by both the provider of information and HGT. In this instance personal information is information that allows others to identify you. It includes your name, age, gender, contact details, as well as your health and employment information.

Information is gathered at a number of different levels and these are best described as:

- Applicants/Potential Employees
- Current Employees
- Past Employees
- Host Employers

The Privacy Act provides for exemptions from coverage in the following circumstances;

An act done or practice engaged in by an organisation that is or was an employer of an individual, if the act or practice is directly related to:

- (a) a current or former employment relationship between the employer and the individual; and
- (b) an employee record held by the organisation and relating to the individual.

Regardless of these exemptions, HGT will not disseminate information collected for the purpose of capital gain, marketing or any other activity that compromises the privacy rights of the individual/entity.

Under no circumstances will information be sold to external agencies for marketing purposes.

Applicants/Potential Employees

Information is collected from individuals who seek employment opportunities via HGT. This information may be in the form of a resume – forwarded by the applicant by mail, fax or e-mail.

Applicants must sign that they agree for their personal information to be distributed or their application will not be considered and will be destroyed.

Current Employees

Information is collected on current employees throughout their term of employment. Information is also gathered from other parties that could include host employers, TAFE Institutes and Workers Compensation Agents. This information is collated and stored and available to the employee should they request access to these records.

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Throughout the term of employment, information relating to an employee's TAFE (attendance patterns & results), prior placements and host feedback will be communicated to host employers and other 3rd parties periodically.

Should a current employee ring or call at the office to access personal information, an identification check (document HGT00015) needs to be conducted before any information can be released. Should a parent/guardian call requesting information on their progress, this information can be given freely if the employee is under 18 years of age. If they are over 18, the parent/guardian needs to be made aware of HGT's privacy policy and further enquiries should be referred to the Executive Officer.

Employees can, from time to time, be required to work at the HGT office for a number of reasons. Any employee required to work in this mode will be required to complete a confidentiality clause (document HGT00009) for privacy reasons.

Upon commencement of employment, all employees will be given a copy of HGT's Privacy Policy at the induction point.

Past Employees

Once an employee is terminated their information is archived. This information will be made available to the employee upon request. The employee will be subject to an identification check prior to the release of any information.

Employees frequently request HGT to act as a reference point for them. Written references will be issued for employees, limited to dates of employment and nature of employment. The Executive Officer is the only authorised official of HGT who can act as a referee.

Host Employers

General information pertaining to host employers is collected periodically via surveys and information updates. This information is collated and is for the use of HGT staff in the course of day to day work. Some information will be relayed to 3rd parties. This information would relate to satisfying statutory requirements in most instances.

Information on applicants and current employees may be relayed to host employers. This would only be in the instance of a host looking at applicants on the basis of employment. The host employer may view this information and must dispose of this information appropriately and in accordance with the requirements of the Privacy Act 1988 and National Privacy Principles.

When a host employer enters into an employment relationship with HGT, the host employer will be given a copy of HGT's Privacy Policy at the induction point.

Other Third Parties

There will be occasions when information on employees or/and host employers will be relayed to 3rd parties. Generally these 3rd parties may include:

TAFE Institutes
Workers Compensation Claims Agent
Department of Further Education, Employment, Science and Technology
Australian Apprenticeship Centres (AAC's).

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The information is generic in nature and is forwarded to 3rd parties in the instances when it is deemed necessary to ensure HGT complies with the provisions or relevant statutes, regulations, by-laws and requirements of Commonwealth, State and Local Government authorities.

WENDY ETTRIDGE
EXECUTIVE OFFICER