



PRIVACY POLICY

Gray Management Systems will comply with the ten national privacy principles in the handling of personal information of students.

1. Collection - Gray Management Systems will collect only the information necessary for one or more of its functions. The individual will be told the purposes for which the information is collected.
2. Use and disclosure - Personal information will not be used or disclosed for a secondary purpose unless the individual has consented or a prescribed exception applies.
3. Data quality - Gray Management Systems will take all reasonable steps to make sure that the personal information it collects uses or discloses is accurate, complete and up to date.
4. Data Security - Gray Management Systems will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.
5. Openness - Gray Management Systems will document how they manage personal information and when asked by an individual, will explain the information it holds, for what purpose and how it collects, holds, uses and discloses the information.
6. Access and correction - The individual will be given access to the information held except to the extent that prescribed exceptions apply. Gray Management Systems will correct and up date information errors described by the individual.
7. Unique Identifiers - Gray Management Systems will not assign unique identifiers except where it is necessary to carry out its functions efficiently or when directed by the VRQA.
8. Anonymity - Wherever possible, Gray Management Systems will provide the opportunity for the individual to interact with them without identifying themselves.
9. Overseas Data Flows - The individual's privacy protections apply to the transfer of personal information out of Australia.
10. Sensitive Information - Gray Management Systems will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background.

Geoff Gray, Director Gray Management Systems