

# **CONSTRUCTION TRAINING QUEENSLAND (CTQ)**

## **PRIVACY POLICY**

### **General**

Construction Training Queensland (CTQ), as Fund Manager of the Building and Construction Industry Training Fund (Qld) (BCITF) (Qld) and the Queensland Construction Training Fund (QCTF) has, based on the ten (10) National Privacy Principles (NPPs), adopted this Privacy Policy, including an Information Handling Practices Statement which sets out the complaints procedure for persons to follow should they believe contravention of any or all of the NPPs has taken place.

Unless otherwise stated, CTQ is bound by each of the NPPs in their entirety, as outlined in the new privacy provisions of the Commonwealth *Privacy Act 1998*.

The CTQ Privacy Policy extends to and covers all operations and functions of the organisation. Management, employees and/or any other third parties who have access to and/or utilise personal information collected and/or held by CTQ are required to abide by this Privacy Policy.

The objective of the Privacy Policy is to ensure that a sound privacy foundation and framework is established and maintained by CTQ.

CTQ reserves the right to amend the CTQ Privacy Policy as deemed necessary. Updated versions of the CTQ Privacy Policy will be posted on the CTQ website ([www.ctq.com.au](http://www.ctq.com.au)) as amendments occur.

Unless your web browser is set to refuse 'cookies', a cookie may be attached to your computer's memory by our server. These cookies allow us to anonymously track which parts of our website are most attractive to visitors. This information is not used or stored in any efforts to ascertain your identity or identify any other personal details about you.

In terms of access to personal information, CTQ may decide *not* to give a person access to the personal information it holds about that person if, for example, it is likely to compromise the privacy of another person or it is detrimental to public and/or individual health and safety interests (refer NPPs).

### **Information Handling Practices Statement**

CTQ collects information on individuals for input into the databases relating to BCITF (Qld) and QCTF. Additionally, CTQ has access to the information on the databases kept by Department of Education and Training (DET) as it pertains to apprentices, trainees and industry practitioners who are involved with one or both of these Funds and the respective programs contained therein. In both these cases, CTQ collects and accesses only that information that is relevant, required and sufficient to access and utilise the BCITF and/ or the QCTF. CTQ does not request, collect or access other personal information.

CTQ will use and disclose this information only within the parameters defined and outlined by the NPPs detailed below. This information is disclosed to CTQ management, employees and/or other third parties (composed of and limited to the applicable Registered Training Organisation/s (RTOs) and/ or relevant personnel within DET) for purposes related only to the access and use of the Funds.

A person has the right to inquire about their personal information being held by CTQ. In the event that a person is not satisfied with CTQ's response in revealing/ disclosing this information, the person has the following recourse:

- The person has the right to request, and CTQ is required to provide, information on the grounds for partial or non-disclosure;
- If unsatisfied with the grounds for partial or non-disclosure, the person has 60 days to write to CTQ explaining why the person is disputing the partial or non-disclosure;
- If, on receiving this correspondence, CTQ's stance remains, the person can request that the matter be referred to the Office of the Federal Privacy Commissioner for review.

## **National Privacy Principles (NPPs)**

### **1: Collection:**

Collection of personal information by CTQ will be fair, lawful and not intrusive. A person, on first contact with CTQ, will be told the name of the organisation/s involved (including CTQ and the applicable RTO/s), the purpose of collection, that the person can access their personal information and CTQ's obligations in disseminating this information to the person (refer to 'Information Handling Practices Statement').

### **2: Use and Disclosure**

CTQ will only use or disclose information for the purpose for which it is collected unless a person has consented, or the secondary purpose is related to the primary purpose and a person would reasonably expect such use or disclosure, or the use is for direct marketing in specified circumstances (where direct marketing is for the secondary purpose and a person is given the option not to receive any further direct marketing communications), or in circumstances related to public interest such as law enforcement and public or individual health and safety.

### **3: Data Quality:**

CTQ will take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to date.

### **4: Data Security:**

CTQ will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access modification or disclosure. CTQ will also take reasonable steps to destroy any personal information no longer needed for the purpose for which it was collected.

5: Openness:

CTQ will publish a policy document outlining the organisation's information handling practices and make this available to anyone who requests details (refer to 'Information Handling Practices Statement'). CTQ will, on request, generally advise a person what personal information it holds, for what purposes, and how it collects, holds, uses and discloses that information.

6: Access and Correction:

On request by a person, CTQ will give a person access to the personal information it holds about that person, except, for example, where it is likely to compromise the privacy of another person or it is detrimental to public and/ or individual health and safety interests.

7: Identifiers:

CTQ will not adopt, use or disclose an identifier that has been assigned by a Commonwealth Government Agency or an agent or service provider contracted to act as a Commonwealth Government Agency. An Australian Business Number (ABN) is not considered an identifier.

8: Anonymity:

Persons will be given the option to interact anonymously with CTQ whenever it is lawful and practicable to do so.

9: Transborder Data Flows:

CTQ will only transfer personal information to a recipient in a foreign country in circumstances where the information will have appropriate protection and a person has consented to such a transfer of personal information.

10: Sensitive and Health Information:

CTQ will not collect sensitive information unless a person has consented, it is required by law, or in other special, specified circumstances relating, for example, to health services provision and/ or individual or public health or safety.

**Contact with CTQ**

Any correspondence and/ or any other queries or concerns regarding CTQs Privacy Policy should be directed to:

**General Manager**  
**Construction Training Queensland (CTQ)**  
**PO Box 3294**  
**SOUTH BRISBANE Q 4101**  
**Ph: 07 3846 8700**  
**Fax: 07 3846 5067**  
**Email: [info@ctq.com.au](mailto:info@ctq.com.au)**