

ACCESS AND EQUITY STATEMENT

In accordance with the State and Federal equal opportunity legislation, Master Builders SA is committed to providing equitable and accessible services to all people that are inclusive of culture, gender, and disability. Master Builders SA values diversity and respects social and cultural difference.

For further information, please review the Master Builders SA Access and Equity Policy.

1 YOUR RIGHTS

Master Builders Association SA Inc (Master Builders SA) complies with the provisions of the Privacy Amendment (Private Sector) Act 2000 which regulates the collection, storage, quality, use and disclosure of personal and sensitive information, and ensures that you are given certain rights in respect of this information.

We have adopted the Australian Privacy Principles (APPs) published by the Office of the Australian Information Commissioner and operate in accordance with those principles.

2 COLLECTION OF PERSONAL INFORMATION

Master Builders SA chiefly obtains personal information – including sensitive information – from you as an applicant to become a host trainer or employment as an apprentice/trainee.

3 PURPOSES

All such information will, or may, be used in connection with:

- Employment records or administration;
- Your actual or possible apprenticeship or work placement;
- Your performance appraisals;
- Assessment of your ongoing performance and prospects;
- Any test or assessment (including medical tests and assessments) that you might be required to undergo;
- Any workplace rehabilitation;
- Our management of any complaint, investigation or inquiry in which you are involved;
- State or Commonwealth requirements under the Contract of Training and contractual funding agreements;
- Registered Training Organisation's for the purpose of compliance with training packages;
- Training records;

- General administrative purposes of the Group Training Organisation;
- Statistical analysis and reports.

4 YOUR CONSENT

In supplying personal information, you agree to any or all of the above uses of your personal information that you supply to Master Builders SA.

Subject to the Privacy Act, if we acquire any of your personal information in other ways, or if we use your personal information for purposes other than those listed above (or purposes reasonably related to, or to be reasonably implied from, those), we will notify you and seek your consent. Whenever reasonably practicable, we will seek such consent in advance of, but in any case as soon as practicable after, such event. At such times, we will take reasonable steps to inform you of:

- The purpose/s for which the information is being collected;
- Any law – where applicable – that requires us to collect that information; and
- The main consequences if you refuse or fail to supply any item or items of information, or to authorise its collection or its use.

5 RECORDS CONTAINING PERSONAL INFORMATION

The Privacy Act allows individuals to access and – if appropriate – to correct or update our records containing personal information relating to themselves.

Subject to the provisions of the Privacy Act, on request we will arrange access for you to inspect your personal information held by Master Builders SA. If, following such inspection, you wish to update or correct any item or items of your personal information; arrangements will be made for you to apply for such update and correction.

6 DISCLOSURE

We will not disclose your personal information to third parties except with your consent or in other circumstances where such disclosure is permitted, or required, under the Privacy Act or other legislation.

7 INFORMATION STORAGE AND SECURITY

Personal information is stored in a secure manner.

Group Training Policy and Procedures

PRIVACY POLICY: 2.6/ V2.4



8 ACCOUNTABILITY AND FEEDBACK

You can obtain more information about your rights and about remedies of any breaches from the Office of the Australian Information Commissioner 1300 363 992 or www.oaic.gov.au

We welcome any feedback you may care to provide concerning our privacy polies or practices.

Master Builders SA

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PO Box 10014, ADELAIDE SA 5000

Phone: (08) 8211 7466

Email: apprentices@mbasa.com.au

9 CONSENT

I _____ **(full name)**, have read and understand the privacy policy.

I herein give my consent for Master Builders SA, to collect and deal with my personal information as outlined in the privacy policy contained in this document.

I understand that my personal information may be kept and utilised for the purposes as outlined in this policy document until such time as I withdraw my consent.

Signature of apprentice/trainee

Date

Signature of parent/guardian **(if under 18 years of age)**

Date

Issue date: 10 January 2022