



Government of **Western Australia**  
Department of **Training**  
and **Workforce Development**

**PRIVACY POLICY**

EFFECTIVE: 10 DECEMBER 2025

VERSION: 1.0

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## **1. POLICY STATEMENT**

The Department of Training and Workforce Development (DTWD) is dedicated to safeguarding personal information in alignment with the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act, WA).

This policy outlines DTWD's approach to managing personal information, covering its collection, use, storage, disclosure, and disposal. It reinforces our commitment to privacy compliance, fosters transparency, and enables responsible information sharing across all departmental operations.

This policy should be read in conjunction with the [WA.gov.au Website Privacy Statement](https://www.wa.gov.au/website/privacy-statement) and [tafe.wa.edu.au website privacy statement](https://tafe.wa.edu.au/website/privacy-statement).

DTWD has also developed internal policies and procedures that offer more detailed guidance to staff about their responsibilities and how to handle personal information in the course of their duties

## **2. SCOPE**

This Privacy Policy (Policy) applies to any personal and sensitive information collected, held, used, disclosed, secured, stored, and protected by DTWD, and includes commercial, business, and financial data linked to individuals.

## **3. BACKGROUND**

As a leading authority in the training sector and a key custodian of a range of vocational and educational related data, the Department is committed to implementing robust privacy practices that reflect its core values and legislative obligations.

## **4. DEFINITIONS AND ACRONYMS**

### **4.1 Sensitive Information**

Sensitive Information is any information or opinion about an individual of a sensitive nature, such as racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional trade association, membership of a trade union, sexual orientation or practices, criminal record, health and genetic information, biometric information, or biometric templates.

### **4.2 Personal Information**

Personal Information means information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion.

## 5. POLICY REQUIREMENTS

### 5.1 Collection of personal information

Transparency and accountability guides DTWD's data collection processes.

DTWD collects personal information only when it's necessary to support our services and operations. Individuals are clearly informed about why their information is being collected, how it will be used, which third parties it might be shared with, and their rights regarding privacy and data protection.

### 5.2 Use and disclosure

DTWD keeps data protected and secure. DTWD uses personal information strictly for its intended purpose or when required by legislation. DTWD may share data with government agencies where required, DTWD never discloses personal information to third parties for commercial use without explicit consent and authorisation.

### 5.3 Data security and retention

DTWD implements security measures to protect personal information from unauthorised access, alteration, destruction, or loss. Personal data is retained only as necessary to meet operational or legal obligations. When no longer required, personal information is securely disposed of or de-identified.

### 5.4 Data breach management

A Notifiable Data Breach Register is maintained to record breaches. Any unauthorised access, disclosure or loss is reported to the relevant authorities and affected individuals as per legal obligations. Incident response procedures are in place to contain and remediate breaches efficiently.

### 5.5 Access and correction

Individuals have the right to request access to their personal information and request corrections if necessary. The Department provides a structured process for handling access requests. Enquiries or concerns can be emailed to DTWD's Privacy Officer [privacy@dtwd.wa.gov.au](mailto:privacy@dtwd.wa.gov.au)

## 6. RELATED GUIDANCE

This Policy aligns with the:

- *Privacy and Responsible Information Sharing Act 2024 (WA)*
- *Freedom of Information Act 1992 (WA)*
- *Privacy Act 1988 (Cth)*
- *State Records Act 2000 (WA)*

## **7. CONTACT US**

DTWD welcomes privacy requests, concerns or feedback about the way we handle your personal information. Enquiries or concerns can be emailed to DTWD's Privacy Officer [privacy@dtwd.wa.gov.au](mailto:privacy@dtwd.wa.gov.au)

To help us respond to your request as efficiently as possible, please consider including:

- Clearly identify or describe what you are concerned about, the documents or information of concern or
- If you are applying for an amendment of personal information about yourself, you must provide details to show how or why the Department's records are inaccurate, incomplete, out of date or misleading.
- Include details of how the Department can contact you, if necessary, to assist in your application being dealt with efficiently and as quickly as possible – name, telephone number, email address.

Any formal complaints regarding the handling of personal information will be managed in accordance with the Departments complaints management policy.

## **8. POLICY UPDATES**

This policy is effective as at 10 December 2025 and will be reviewed annually or as required to ensure compliance with legislative or organisational changes.