

TASC PERSONAL INFORMATION PROTECTION POLICY

Purpose

The Office of Tasmanian Assessment, Standards and Certification (TASC) is an independent statutory office responsible to the Tasmanian Minister for Education, Children and Youth.

Under the *Office of Tasmanian Assessment, Standards and Certification Act 2003* (the TASC Act), TASC is responsible for the development of appropriate standards, the accreditation of courses, and the assessment and certification of student achievement in senior secondary schooling across all educational sectors in Tasmania.

The Office of TASC values the privacy of every individual's personal information. TASC is committed to protecting the personal information we collect.

Personal information held by the Office of TASC is managed in compliance with the obligations provided under the *Personal Information Protection Act 2004* (the PIP Act).

Schedule 1 of the PIP Act outlines the Personal Information Protection Principles that apply in Tasmania. These are the standards by which the Office of TASC collects and handles personal information as the custodian of that information.

Personal information is defined under section 3 of the PIP Act as:

personal information means any information or opinion in any recorded format about an individual

- (a) whose identity is apparent or is reasonably ascertainable from the information or opinion; and
- (b) who is alive or who has not been dead for more than 25 years.

Personal information can be almost any information linked to an individual, including name, address, sex, age, or health information.

The Policy is issued in compliance with the PIP Act and addresses the principles applied by the Office of TASC in order to protect personal information. Under the PIP Act, the Office of TASC is the custodian of personal information related to its functions and activities.

Scope

This Policy applies to all staff of the Office of TASC and, where applicable, any Sessional Staff, contractors and consultants.

This Policy covers personal information, as defined in section 3 of the PIP Act, that the Office of TASC is the custodian of.

This Policy does not extend beyond this website. When linking to other sites from our websites, it is recommended to read the relevant privacy statement of that site in order to be familiar with the privacy policy that applies to it.

Information Collected by TASC

Personal information is collected to ensure that the Office of TASC complies with its role and responsibilities under the TASC Act, and its role as a public information service.

The type of personal information collected includes name, address and other contact details, sex, and age together with any specific sensitive information about a person that may be required for the purpose of fulfilling the statutory responsibilities governing senior secondary education especially in relation to assessment and certification.

The Office of TASC takes reasonable steps to ensure that the quality of personal information we hold is accurate, complete, and up to date. Where practicable, the Office of TASC will check the accuracy of all personal information before it is used.

Personal information is collected, stored, and used as required by the relevant legislation including but not limited to the TASC Act, *Archives Act 1983* and *Education Act 2016*.

Sensitive Information

Under Section 3 of the PIP Act, sensitive information is defined as:

Sensitive information may include, but not limited to, an individual's health information, criminal record, sexual preferences, political opinions, racial or ethnic origin and religious or philosophical beliefs.

Generally, the Office of TASC will only collect sensitive information if it is necessary and with your consent, or if the collection of that information is required by law.

Information of a sensitive nature is collected with the intent to ensure that you or others, children and employees are kept safe, and provides for the Executive Officer of TASC to carry out their regulatory powers and functions as outlined in the TASC Act.

Identifiable Information

The Office of TASC assigns 'unique identifiers' to people where it is necessary for us to carry out our functions or it is required by law. Unique identifiers are data about you which are specific to you and differentiate you from others within the system.

Even if another organisation has provided TASC with your personal information, we do not use any 'unique identifiers' of another organisation. In certain circumstances, we may collect unique identifiers assigned to you by another organisation, but we will not disclose these without lawful authority.

Accessing or Correcting Personal Information

The PIP Act provides that, upon request, you can access your personal information held by the Office of TASC. Any such request is to be in writing addressed to the Office of TASC and must include an

address to which a response can be made as well as proof of identify to confirm the authenticity of your request.

If you consider the personal information to be incorrect, incomplete, out of date or misleading, you can request that the information be amended by specifying the amendments that you want made.

If the Office of TASC refuses your request or does not respond within 20 working days, you may make a second request which will be processed in accordance with the provisions of section 13 of the *Right to Information Act 2009*. Depending upon the nature of the request, a fee may be charged in accordance with section 16 of the RTI Act.

If you are not satisfied with the handling or outcome of your request to access your personal information (or TASC's correction of your personal information), you can lodge a complaint with the Ombudsman.

The Ombudsman's Office can be contacted on 1800 001 170 (free call in Tasmania) or 1300 766 725 (cost of local call anywhere in Australia), and by email at ombudsman@ombudsman.tas.gov.au.

- A request for access to personal information can be made by completing a form called *Request for Release of Personal Information*. Once completed, forward this form along with proof of identify to enquiries@tasc.tas.gov.au
- If a person considers the personal information held to be incorrect, incomplete, out of date or misleading, they can request that the information be amended by completing a form called *Request to Correct or Update Personal Information*. Once completed, forward this form along with proof of identify to enquiries@tasc.tas.gov.au

Use or Disclosure of Personal Information

All staff of the Office of TASC are bound by the confidentiality requirements specified in the *State Service Act 2000*. Staff are restricted in their access to information to that which is deemed necessary to carry out their functions within the Office of TASC.

Personal information will be used only for the purpose described in this policy. Otherwise, your personal information will only be disclosed with your consent, or if it is required or authorised by law.

For example, there may be a need or requirement to disclose some or all information collected by TASC to the Department *for* Education, Children and Young People and other public sector bodies, or other authorised organisations under legislation administered by the Department and other State and Commonwealth Acts including but not limited to the *Social Security Act 1991* and the *Education Services for Overseas Students Act 2000*.

The PIP Act permits the disclosure of “basic personal information” (that is, name, address, date of birth and gender) that is collected in conjunction with the provision of a service to other public sector bodies for data quality purposes.

Personal information collected at the Office of TASC may be used in a de-identified format to inform research, statistical analysis, state or national reporting, public statements or training but not in a way that may compromise the protection of personal information.

Personal information in written submissions on policy matters of public consultation may be disclosed in reports that are made public, unless the submission was submitted and/or accepted on a confidential basis.

Safety of Personal Information

TASC uses several procedural, physical and technical safeguards, by way of:

- o Access controls,
- o Ensuring secure methods of communication, and
- o Installation of back-up recovery systems to protect information from misuse and loss, unauthorised access, modification and disclosure.

Generally, there is an intention that information is destroyed or permanently de-identified when it is no longer required, but this can only be practiced in accordance with processes approved by the State Archivist under the *Archives Act 1983*.

Related legislation, policies and documents

- *Personal Information Protection Act 2004*
- *State Service Act 2000*
- *Archives Act 1983*
- *Right to Information Act 2009*
- *Right to Information Regulations 2010*
- *TASC Right to Information Policy*
- RTI Manual and guidelines issued by the Ombudsman

Definitions

basic personal information means the name, residential address, postal address, date of birth and gender of an individual.

employee information includes personal information about an individual who is, was or applies to be an employee relating to –

- (a) the selection, employment, training, discipline or resignation of the individual; or
- (b) the termination of the employment of the individual; or
- (c) the terms and conditions of employment of the individual; or
- (d) the performance or conduct of the individual in carrying out the duties or functions of employment; or
- (e) the suitability of the individual for appointment or for employment held by the individual; or
- (f) the hours of employment of the individual; or
- (g) the salary or wages of the individual; or
- (h) the membership of the individual of a professional association, trade association or trade union; or
- (i) the recreation leave, long service leave, sick leave, personal leave, maternity leave, paternity leave or other leave of the individual; or
- (j) information that supports employment statistical reporting and personnel planning; or
- (k) information in relation to employees as required by law.

identifier means anything assigned by a personal information custodian to identify an individual for its operations, other than a name or ABN as defined in the [A New Tax System \(Australian Business Number\) Act 1999](#) of the Commonwealth.

information means

- (a) anything by which words, figures, letters or symbols are recorded and includes a map, plan, graph, drawing, painting, recording and photograph;
- (b) anything in which information is embodied so as to be capable of being reproduced; and
- (c) information which relates to the official business of the TASC and excludes information which is in the possession of the TASC for the sole purpose of collation or forwarding to a body other than another public authority.

information custodian means the business unit within the Office of TASC responsible for the initial collation, preparation, development and publishing of the information, and for ensuring the information is up to date and accurate.

Ombudsman refers to the Ombudsman appointed under the *Ombudsman Act 1978*.

personal information refers to information or opinion in any recorded format, about an individual

- (a) whose identity is apparent or is reasonably ascertainable from the information or opinion; and
- (b) who is alive, or has not been dead for more than 25 years.

personal information custodian means any of the following:

- (a) a public authority;
- (b) any body, organisation or person who has entered into a personal information contract relating to personal information;
- (c) a prescribed body.

Principal Officer refers to the Executive Officer (Statutory Officer).

public authority means:

- (a) an Agency, within the meaning of the *State Service Act 2000*, or
- (b) the Police Service; or
- (c) a council; or
- (d) a statutory authority; or
- (e) a body, whether corporate or unincorporated, that is established by or under an Act for a public purpose; or
- (f) a body whose members, or a majority of whose members, are appointed by the Governor or a Minister of the Crown; or
- (g) a Government Business Enterprise within the meaning of the *Government Business Enterprises Act 1995*, or
- (h) a council-owned company; or
- (i) State-owned company.

public information means any personal information that is –

- (a) contained in a publicly available record or publication; or
- (b) taken to be public information under any Act.

sensitive information means –

- (a) personal information or an opinion relating to personal information about an individual's –
 - i. racial or ethnic origin; or
 - ii. political opinions; or
 - iii. membership of a political association; or
 - iv. religious beliefs or affiliations; or
 - v. philosophical beliefs; or
 - vi. membership of a professional or trade association; or
 - vii. membership of a trade union; or
 - viii. sexual preferences or practices; or
 - ix. criminal record; and
 - x. health information about an individual.

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