

TAC Standards for Sharing Information

Principles

The Training Accreditation Council Standards for Sharing Information are based on the following underpinning principles:

- Agencies must act within the limits of relevant legislation;
- Open and accountable processes and procedures are required for information sharing;
- Procedures provide for the security of confidential information;
- Agencies sharing information do so with the context of information policies, procedures and practices, relevant legislation and privacy principles; and
- Information is shared to provide benefits to the Council's primary purpose of quality assuring vocational education and training in Western Australia.

Standards

Purpose:

Information collected by the Council is used for the primary purpose of the Council undertaking its functions outlined in the *Vocational Education and Training Act 1996*. The information collected may be provided to relevant government agencies for secondary purposes that are directly related to, or provide benefit to the Council's primary function of quality assuring vocational education and training in Western Australia.

The following standards apply to the sharing of information between the Council and other relevant government agencies:

- The release of information shall at all times conform to legislative requirements;
- The minimum amount of information will be shared to achieve the required results and it will be ensured that information shared is information obtained only during the course of the Council undertaking its functions;
- Information will be shared in a fair and consistent manner;
- Information provided by the Council to another agency through a sharing of information arrangement shall not be passed on to a third party by that agency without the consent of the client or individual and/or the Council;
- The Council and agencies involved in sharing of information arrangements will take all reasonable steps to ensure that information collected and shared about clients or individuals is accurate, complete and up to date;
- All agencies involved in sharing of information arrangement with the Council must ensure that the information provided is kept secure and used only for the purpose for which it was obtained;
- Where information is obtained for the purpose of reporting, research or related purposes, the information should be anonymous or aggregated information used;
- Requests for information must be addressed in writing to the Manager, Training Accreditation Council; and
- Agencies should be aware that information shared by or with the Council shall be accessible to clients and individuals under the Freedom of Information Act 1992.

