

Purpose

The purpose of this Policy is to ensure compliance with relevant State and Federal Privacy legislation in managing personal information at Central Australian College.

This policy focuses on Central Australian College commitment in protecting the privacy of its students and staff, and outlines the various ways in which it ensures this protection.

Scope

This policy and procedure apply to all staff and student as well as prospective students, including any internal and external stakeholders directly or indirectly in contact with Central Australian College (CAC).

Relevant standards, acts and legislations

CAC collects information about the students and handles personal information in compliance with the Australian Privacy Principles (APPs) under the Privacy Act 1988, and the requirements of the Higher Education Support Act 2003; VET Student Loans Rules 2016 Section 94.

Definitions

Terms	Definitions
APP	Australian Privacy Principles
Personal information	Personal information is information or an opinion that identifies an individual or allows their identity to be readily identified from such information. It includes but is not limited to information such as a person's name, address, financial information, marital status or billing details.

Policy

CAC ensures that:

1. personal information is collected in accordance with the law
2. suitable storage arrangements, including appropriate filing procedures, are in place suitable security arrangements exist for all records containing personal information
3. access to a student's own personal information held by the provider is made available to the student at no charge
4. records are accurate, up –to - date, complete, and not misleading
5. where a record is found to be inaccurate, provide for students to have incorrect personal information corrected
6. where a student requests that a record be amended because it is inaccurate, but the record is found to be accurate, the details of the request for amendment are noted on the record
7. the personal information is only to be used and disclosed for the purposes for which it was collected, or for other purposes where expressly allowed by APP
8. As part of running its business and where it is necessary in order to carry out its function

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and activities, CAC collects information for various purposes including:

- i. the provision of education and related activities
- ii. the employment of staff

Procedures

1. Collection of personal information

- i. Central Australian College is required to collect personal information from students to process enrolments and obtain the information required to provide suitable training and assessment services.
- ii. Information collected includes general personal details, and may include details of any disability or health issue that may affect the student's ability to undertake training and/or assessment activities.
- iii. Central Australian College will only collect personal information that is required for the purposes of employment or education, or in meeting government reporting requirements.
- iv. The Education and Training Reform Act 2006 requires CAC to collect and disclose your personal information for several purposes including the allocation to you of a Victorian Student Number and updating your personal information on the Victorian Student Register.
- v. Central Australian College collects all personal information in writing, either from an employment application and personal details form, or an enrolment form, directly from the person whom the information is about.

2. Use and disclosure of personal information

- i. Central Australian College uses personal information of its students for the purposes of meeting AQF requirements for the awarding of national qualifications, and to comply with reporting requirements where relevant, as specified by government regulators.
- ii. Personal information as collected through the enrolment form or through other means will be
 - a. This personal information may also be accessed for the purposes of an audit by the ASQA.
 - b. may be disclosed to the Commonwealth and the VSL Tuition Protection Director
 - c. passed on to the National Centre for Vocational Education Research Ltd (NCVER) as per Data Provision Requirements 2012
- iii. Personal information disclosed to NCVER may be used or disclosed for the following purposes:
 - a. Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
 - b. facilitating statistics and research relating to education, including surveys;
 - c. understanding how the VET market operates, for policy, workforce planning and consumer information; and
 - d. administering VET, including program administration, regulation, monitoring and evaluation.
- iv. CAC is required to use this sentence in the enrolment forms "the Victorian Government,

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through the Department of Education and Early Childhood Development, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines that are available at

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx> .

The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, and reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organizations. I have been advised by the training organization that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.”

- v. Personal information will not be used in any way other than those outlined in this policy, and any other ways that might reasonably be expected.
- vi. CAC will only use or disclose an individual’s information for the primary purpose for which it was collected.

3. Access to personal information

- i. It is a policy of Central Australian College to allow access to personal files at any time to the person to whom those files relate, upon written request.
- ii. Students may access their files by submitting their written application to Student Administration.
- iii. Students are required to provide an acceptable photo identification such as passport or driver’s licences or student ID.
- iv. Students will not be charged any fees to access the student’s records in writing.

4. Storage and security of personal information

- i. Central Australian College will take all reasonable steps to maintain the privacy and security of personal information.
- ii. Information stored electronically is kept on a secure server and access is restricted to authorised employees. This server is regularly backed up and kept in a secure location.
- iii. Paper-based documents containing personal information are in a locked filing cabinet and held within a secure area within the CAC premises.
- iv. Reasonable steps will be taken to destroy or permanently de-identify personal information when it is no longer required for any purpose.

Confidential Information

Central Australian College will make all reasonable efforts to protect confidential information received from clients or partner organisations during the course of business operations. This information will not be disclosed without the prior consent of the client or partner organisation.

Privacy Statement

A privacy statement is available for all persons in contact with Central Australian College to identify the way in which personal information is handled by the CAC.

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Policy Reference

- VSL manual for VET Providers
- VSL ACT 2016
- VSL Rules 2016

Relevant Policies and Procedures

- Record Management Policy and Procedures

Relevant Documents and Forms

- Enrolment Forms
- International Student Application Form
- Domestic Student Application Form

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