



PRIVACY POLICY:

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| POLICY NUMBER: | ADM012 | VERSION: | 6.2 |
| DATE ADOPTED: | 1 January 2013 | DATE LAST REVIEWED: | 6 February 2019 |
| DATE OF NEXT REVIEW: | 6 February 2021 | REVIEW FREQUENCY: | 1 year |
| AUTHORISED BY: | Chief Executive Officer | REVIEWED BY: | Chief Executive Officer |
| RESPONSIBLE FOR REVIEW: | Chief Executive Officer | | |
| REVIEW PROCESS: | Chief Executive Officer | | |
| DOCUMENT MANAGEMENT: | U:/Policies and Procedures | | |
| COMMUNICATION | All relevant staff will be automatically notified by email when the reviewed policy has been authorized | | |
| Policy context: This policy relates to: | | | |
| HIGHER EDUCATION STANDARDS FRAMEWORK 2015 | 2.4, 7.3 | | |
| ESOS | | | |
| STANDARDS FOR RTO'S 2015 | | | |
| LEGISLATION OR OTHER REQUIREMENTS | Commonwealth Privacy Act 1988 Australian Privacy Principles (APP) 2012 Tertiary Education Quality and Standards Agency Act 2011 The Education Services for Overseas Students (ESOS) Act 2000 National Vocational Education and Training Regulator Act 2011 | | |
| OTHER POLICIES | Grievance Policy Record Management Policy | | |

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WHEN PRINTED THIS IS AN UNCONTROLLED DOCUMENT



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| | <p>Staff Induction Policy</p> <p>Staff Qualification Verification Policy</p> |
| FORMS AND OTHER DOCUMENTS | <p>Staff Personal Information Form</p> |
| KEY WORDS (META DATA) | <p>Privacy, Security, Personal Information</p> |
| DEFINITIONS | <p>Personal Information includes any information or opinion about an identified individual or an individual who is reasonably identifiable. The type of personal information collected may include an individual's name, date of birth, phone number, email address, address, nationality, educational history, work history and staff or student identification numbers. For further information visit the Office of the Australian Information Commissioner website http://www.oaic.gov.au/.</p> <p>The Privacy Act 1988 (Privacy Act) is an Australian law which regulates the handling of personal information about individuals. This includes the collection, use, storage and disclosure of personal information, and access to and correction of that information.</p> <p>Common examples of disclosure of information include:</p> <ul style="list-style-type: none"> • Federal Department of Education - statistical information about student enrolment, educational background, country of birth • Commonwealth Tertiary Education Quality Standards Agency (TEQSA) - information relating to staff qualifications and professional development and student performance and satisfaction levels. • Australian Quality Standards Authority (ASQA) – information relating to student performance and satisfaction levels • Overseas Student Ombudsman - where an overseas student lodges an appeal against a decision of the college, IIBT will be required to respond with personal information relating to the student's case. • Federal Department of Immigration (International students)- reporting requirements of matters related to students on student visas. • OSHC - where international students opt to pay their Overseas Student Health Cover through IIBT • Tuition Protection Service Director - tuition assurance for international students |



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| EVIDENCE | Personal staff and student information electronic and hard copy files |
| Policy Information: | |
| POLICY | <p>IIBT is committed to protecting the privacy of the personal information that it collects and to acknowledging its obligations with respect to the Commonwealth Privacy Act 1988.</p> <p>IIBT as an education provider requires the collection, storage and use of personal information of students and staff in electronic and/or paper formats. IIBT collects information in a number of circumstances related to its areas of operation, including when an individual makes an enquiry about educational services, applies for admission, enrolls for classes or applies for employment.</p> <p>This policy outlines how the college handles personal information to ensure that it is maintained and treated in accordance with Australian law relating to the protection of the privacy of staff, students and other stakeholders.</p> <p>Students and staff are entitled to protection of their privacy. Privacy considerations apply to any information or record IIBT may hold about students and staff, including personal data, academic information and personal welfare matters.</p> <p>All staff and students have the right to access their personal information held by IIBT in accordance with the Privacy Act.</p> <p>Individuals have recourse to the IIBT Complaints and Appeals process should they believe that their personal information has not been dealt with in accordance with the Commonwealth Privacy Act 1988</p> <p>In the case of critical incident management, IIBT reserves the right to disclose personal information where it is considered necessary to meet or maintain duty of care responsibilities or where there is a serious and imminent threat to a person's life, health or safety</p> |
| SCOPE | This policy applies to IIBT students, staff and contractors |
| PROCEDURES | <p>IIBT will achieve this policy by:</p> <ul style="list-style-type: none"> • Informing staff and students about how IIBT intends to use personal information. This will take place during staff induction for new staff members or at orientation for students. • ensuring that all personal information provided to IIBT remains |

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confidential and is not used or disclosed without the consent of the individual concerned, unless required by Australian law or a court/tribunal order

- collecting personal information from students for the primary purpose of the operations of the college. IIBT may also use personal information for secondary purposes closely related to the primary purpose in circumstances where necessary. This may include marketing activities, planning for service provision, assessing client satisfaction and articulation to educational partners
- collecting personal information by lawful and fair means directly from students themselves. However, in some circumstances, information about students may be provided by third parties such as agents, family members and educational partners. In such cases, IIBT will take all reasonable steps to ensure that students are made aware of the information provided by such a third party.
- ensuring that parental permission is obtained when collecting personal information from a person under the age of 18. Information regarding the study progress of enrolled minor students will be provided to parents
- maintaining personal information or records in a manner that reasonably protects it from misuse, interference and loss and from unauthorised access, modification or disclosure
- Ensuring personal information that is collected is accurate, up to date and complete
- restricting access to personal information or records to those who need the information in order to carry out their professional responsibilities
- requiring students to complete a section during the enrolment process which gives consent to releasing information to parents, agents, teachers and educational partners
- not disclosing any personal information to parties outside of IIBT or to staff who have no need to access the information. IIBT must obtain permission or advice in writing from the individual concerned for the use of personal information outside of IIBT in accordance with any legal matter or academic requirement
- making their personal information available to individuals upon



their request. The Campus Manager is the point of contact for such requests

- making requested corrections to personal information where an individual believes that such information is inaccurate
- taking all reasonable steps to destroy hard copies of personal information that is no longer required via secured means
- ensuring that individuals have recourse to a complaints and appeals process should they believe that their personal information has not been dealt with in accordance with the Commonwealth Privacy Act 1988. All complaints must be made in writing within the timeframe specified in the Complaints and Appeals policy

Personal information about students may be shared with the Australian and Western Australian Governments and designated authorities, including the Tuition Protection Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, program enrolment details and changes, and the circumstance of any suspected breach of a student visa condition.

END OF DOCUMENT
