

POLICY TITLE: Privacy and Personal Information Procedure

Policy

In the course of its business Photography Studies College (Melbourne) may collect information from students or potential students, either electronically or in hard copy format, including information that personally identifies individual users. Photography Studies College (Melbourne) may also record various communications that students or potential students have with us.

In collecting personal information Photography Studies College (Melbourne) will comply with the privacy requirements of the Higher Education Support Act 2003 and the information privacy principles set out in the Privacy Act 1988.

Procedures

Collection and use of personal information

Photography Studies College (Melbourne) will only collect personal information by fair and lawful means which is necessary for the functions of the college and is committed to ensuring the confidentiality and security of the information provided to us.

The personal information supplied by individuals to the college will only be used to provide information about study opportunities, to enable efficient course administration, and to maintain proper academic records. If an individual chooses not to give the college certain information then we may be unable to enrol the individual in a course or supply them with appropriate information.

Disclosure of personal information

Personal information about students studying with Photography Studies College (Melbourne) (including international students) may be shared with the Australian Government and designated authorities.

This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of a student visa condition.

Photography Studies College (Melbourne) will not disclose an individual's personal information to another person or organisation unless:

- a) the individual concerned is reasonably likely to have been aware, or made aware that information of that kind is usually passed to that person or organisation;
- b) the individual concerned has given written consent to the disclosure;

- c) Photography Studies College (Melbourne) believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;
- d) the disclosure is required or authorised by under law; or
- e) the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of public revenue, Photography Studies College (Melbourne) shall include in the record containing that information a note of the disclosure.

Any person or organisation to whom personal information is disclosed as described in this procedure will be required to not use or disclose the information for a purpose other than the purpose for which the information was supplied to them.

Commonwealth assistance

Personal information may be collected so that Photography Studies College (Melbourne) can assess an individual's entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and to allocate a Commonwealth Higher Education Student Support Number (CHESSN). Photography Studies College (Melbourne) will disclose this information to the relevant Government Department for these purposes. The relevant Commonwealth Government Department will store the information securely in the appropriate VET FEE HELP / FEE-HELP IT System (HITS). The relevant Commonwealth Government Department may disclose information to the Australian Taxation Office. Personal information gathered for these purposes will not otherwise be disclosed without the individual's consent unless required or authorised by law.

Security of personal information

Photography Studies College (Melbourne) will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, is up to date and complete.

Photography Studies College (Melbourne) will store securely all records containing personal information and take all reasonable security measures to protect, personal information collected from unauthorised access, misuse or disclosure.

Right to access and correct records

Individuals have the right to access or obtain a copy of the personal information that Photography Studies College (Melbourne) holds about them. Requests to access personal information must be made in writing to the Director Communications and Students. The Director Communications and Students will make an appointment with the student within 5 working days receipt of the written application.

If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended. Where a record is found to be inaccurate, a correction will be made. 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 will be noted on the record.

Responsibility

Management
Administration Staff
Students

Definitions

Nil

Related Documentation

Policies

Student Access to Records
Student Records Management
Security of Information
Records Management

Procedures Forms & Documents

Student Handbook/s
Photography Studies College (Melbourne) Course Guides
Enrolment Checklist
Student File Checkout Log
Change of Address Form
International Student Contact Records Management Procedure

Publishing Details

Policy number: HED_VET_BUS014_v4

Status: Final

Approved: 17/05/2016

Review Date: June 2019

Julie Moss - Managing Director

Published: May 2016

