

# Personal Information/Privacy Policy

---

## Purpose

The Heath Arts College Pty Ltd is committed to ensuring that student's personal information is managed according to relevant legislative requirements.

## Scope and Application

This policy is applicable to all staff and student with relations to handling and managing personal Information in relation to all staff, students and clients. The information contained within this policy will indicate the way personal information is collected, stored and disclosed.

## Definitions

For the purposes of this document:

**The Act** refers to the *VET Student Loans Act 2016*

**Student/s** refers to all persons enrolled or seeking to enrol in an approved course or part of the course that meets the course requirements under Division 2 of the Act, or would be entitled to VET Student Loans under Subdivision B of The VET Student Loans Rules 2016

## Policy Principles

### 1. Compliance with Legislation

- 1.1 The Heath Arts College Pty Ltd complies with the requirements of Section 54 of the VET Student Loans Act 2016 and the Information Privacy Principles set out in the *Privacy Act 1988* in relation to the collection of information relating to all students.
- 1.2 In collecting personal information THA will comply with the requirements set out in the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2001.
- 1.3 The Heath Arts College Pty Ltd will allow a Student to apply for and receive a copy of the VET personal information that the provider holds in relation to that Student.
- 1.4 THA is committed to ensuring the confidentiality, integrity and security of all information.

### 2. Collection of information

- 2.1 In the course of its business, THA will collect information from students, potential students, and other clients either electronically or in hard copy format; including information that personally identifies individual people.
- 2.2 Personal information will not be collected unless:
  - a. the information is collected for a purpose directly related to Students; and
  - b. the collection of the information is necessary for or directly related to that purpose.
  - c. students are provided with opportunity to have incorrect personal information corrected

2.3 Personal information will not be collected by unlawful or unfair means.

2.4 Where personal information is collected for inclusion in a record or in a generally available publication The Heath Arts College Pty Ltd will take reasonable steps to ensure that, before the information is collected or, if that is not practicable, as soon as practicable after the information is collected, the Student concerned is generally aware of:

- a. the purpose for which the information is being collected;
- b. if the collection of the information is authorised or required by or under law the fact that the collection of the information is so authorised or required; and
- c. With whom the information may be shared (such as the Commonwealth or Tuition Assurance Scheme Operators).

2.5 Where The Heath Arts College Pty Ltd solicits and collects personal information for inclusion in a record or in a generally available publication it will take reasonable steps to ensure that:

- a. the information collected is relevant to that purpose and is up to date and complete; and
- b. the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the Student.

2.6 THA will record various communications between the organisation and students, prospective students, other clients and associated organisations.

2.7 THA will only collect personal information by fair and lawful means that is necessary for the functions of THA.

### **3. Use of information**

3.1 The information supplied by individuals will only be used to provide information about study opportunities, to enable efficient administration, and to maintain proper student and client records. If an individual chooses not to provide certain information then we may be unable to provide some services or provide appropriate information.

### **4. Disclosure of personal information**

4.1 Personal information about students studying with THA may be shared with the Australian Government and designated authorities, such as National Centre for Vocational Education Research (NCVER). This information includes personal and contact details, course enrolment details and changes.

4.2 THA 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
- c) THA 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 or under law
- 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.

4.3 Any person or organisation to which personal information is disclosed as described in this policy is not permitted to use or disclose the information for a purpose other than the purpose for which the information was supplied to them.

4.4 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 the public revenue, THA shall include in the record containing that information, a note of the disclosure.

## 5. Storage and security of personal information

5.1 The Heath Arts College Pty Ltd will ensure:

- a. that the record is protected, by such security safeguards as it is reasonable in the circumstances to take, against loss, against unauthorised access, use, modification or disclosure, and against other misuse; and
- b. that if it is necessary for the record to be given to a person in connection with the provision of a service to the VET Provider, everything reasonably within the power of the VET Provider will be done to prevent unauthorised use or disclosure of information contained in the record.
- c. THA will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, up to date, complete and accurately recorded.

5.2 The Heath Arts College Pty Ltd will maintain a record setting out:

- a. the nature of the records of personal information kept by or on behalf of the record-keeper;
- b. the purpose for which each type of record is kept;
- c. the classes of individuals about whom records are kept;
- d. the period for which each type of record is kept;
- e. the persons who are entitled to have access to personal information contained in the records and the conditions under which they are entitled to have that access; and
- f. the steps that should be taken by persons wishing to obtain access to that information.

5.3 The Heath Arts College Pty Ltd will not use the information without taking reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, up to date and complete. The Health Arts College will not use the information except for a purpose to which the information is relevant.

## 6. Disclosure

6.1 The Heath Arts College Pty Ltd will not disclose the information to a person, body or agency (other than the individual concerned) unless:

- a. the individual concerned is reasonably likely to have been aware that information of that kind is usually passed to that person, body or agency;
- b. the individual concerned has consented to the disclosure;
- c. The Health Arts College 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 student or of another person;
- d. the disclosure is required or authorised by or 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.

6.2 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 the public revenue, the record-keeper shall include in the record containing that information a note of the disclosure.

6.3 A person, body or agency to whom personal information is disclosed will not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body or agency.

6.4 Individuals have the right to access or obtain a copy of the personal information that THA holds about them. Requests to access or obtain a copy of personal information must be made in writing and sent to

The Health Arts College Pty Ltd.  
1/94 Foster Street  
Dandenong, VIC 3175

Or

An email can be sent for the same on: [info@thacollege.edu.au](mailto:info@thacollege.edu.au).

There is no charge for a student to access personal information that THA holds about them; Individuals will be advised of how they may access or obtain a copy of their personal information and the applicable fees within ten (10) working days of receiving their written request.

## 7. Amendment to records

7.1 If an individual considers the personal information that THA holds about them to be incorrect, incomplete, out of date or misleading, they can request that the information be amended.

7.2 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.

## Publication

This *Personal Information/Privacy Policy and Procedure* will be made available to Students through publication on the website [www.thacollege.edu.au](http://www.thacollege.edu.au).

## Approval

This *Personal Information/Privacy Policy and Procedure* was agreed to and ratified by the Quality Assurance Committee February 2017.