

# National Code Standard 3

## *Privacy policy*

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### **Overview**

1. The Illawarra Business College complies with the Privacy Act 2000 and the relevant privacy principles referred to in various legislation.

### **Collection of Data**

2. The College will not collect personal information about an individual unless the information is essential for one or more of its functions. The College's collection of personal information will be fair, lawful and non-intrusive.
3. The information requested in enrolment application forms may be used by the College or organisations outside of the College including our related companies, professional advisers, participant's authorised representatives and/or various Government departments and/or agencies for research, statistical, management and marketing purposes. Personal information is disclosed to these organisations only in relation to our providing our services to participants.

### **Data Quality**

4. The College will take reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, up-to-date and complete. Should the College find that any personal information stored by any means requires correction, it will take immediate steps to rectify the problem. Please refer also to the Colleges Policy for Updating Student Details.

### **Data Security**

5. The College will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorized access, modification or disclosure.
6. Access to the College premises is restricted to limited key-holders. Files are kept locked, file registers will be maintained and electronic records will be password protected where appropriate. An electronic firewall will be maintained and the utmost care taken when sending information over the internet.

### **Access and Correction**

7. The College will provide an individual with access to personal information it holds on that person upon request. This access will be in the presence of an authorised College staff member.
8. Where an individual can show that that information held about them is not accurate, current or complete, the College will take reasonable steps to correct that information.

### **Anonymity**

9. The College will give people the option to interact anonymously whenever it is lawful and practicable to do so.

### **Identifiers**

10. The College will assign each student a Student Identification Number to assist us in carrying out our services. The College will not make this number available to others and will not adopt as its own, a unique identifier that has been assigned by another agency.

### **Use and Disclosure**

11. The College will only use or disclose information for the purpose for which it was collected, or for a secondary purpose which the provider of the information could reasonably expect, e.g. an authorised government agency.
12. The College may use or disclose personal information in circumstances related to public interest, such as law enforcement and public or individual health and safety.

### **Use of personal information – Overseas Students**

13. The College will take all reasonable steps (by including, for example, an appropriate note in the application forms) to ensure that the student providing personal information to the College are aware that it may be disclosed to certain agencies.
14. Students will be advised that information is collected on enrolment forms and during student's enrolment in order to meet the College's obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. Students are advised that the authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.
15. Information collected about students on enrolment forms (such as the International Student Enrolment and Agreement Form) and during student's period of enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on the enrolment form or during your enrolment can be disclosed without your consent where authorised or required by law.