

Information Privacy Policy

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| Purpose | Sets out AITC's Privacy Policy. |
| Location | The policy is maintained on owncloud |
| Responsible executive | CEO |
| Responsible office | CEO's Office |
| Contact officer | TBA |
| Effective date | 29 June 2020 |
| Review date | TBA |
| Modification history | Version 1.0 |
| Related documents | AITC Delegations of Authority Policy AITC Records and Information Management Policy AITC Staff Code of Conduct AITC Conflict of Interest Policy |
| Authority | Approved by Council |

1. Policy Statement

The Australian Institute of Technology and Commerce (AITC) will collect information from students and prospective students, either electronically or in hard copy format, including information that personally identifies individuals. AITC may keep records of various communications between individuals and AITC.

In collecting personal information AITC complies with the requirements of the Australian Privacy Principles (APPs) set out in the Privacy Act 1988 (Cth) as amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012. This policy states how AITC collects, manages, uses, discloses, protects and disposes of personal information. In accordance with the Act and Principles.

2. Authority to Collect and Store Information

AITC collects personal information, either directly or indirectly, that is reasonably necessary for, or directly related to its delivery of the education services it provides.

AITC is a registered higher education provider in Australia, and is approved by the relevant agency (i.e. TEQSA) and under the relevant legislative instruments (i.e. for domestic Students, Higher Education Support Act 2003) .

The legislative instruments and associated guiding documents requires AITC to collect personal information and identification details from learners in accordance with data provision requirements and information standards noted above. To comply with AITC's legal and regulatory obligations, including disclosure and reporting to the Commonwealth, State and Territory government agencies for planning, evaluative, and administrative and funding purposes, and the Department of Home Affairs (DHA) for visa issues, the following disclosures may be required:

- to government agencies responsible for administering and regulating education and training providers in Australia, such as TEQSA and the Tuition Protection Service (TPS); and
- to government agencies responsible for administering immigration and student visa arrangements and monitoring and managing student visa conditions; and

3. Collection and use of personal information

AITC only collects personal information from individuals by fair and lawful means which is necessary for the functions of AITC. AITC only collects information with the consent of the individual and if that information is reasonably necessary for the functions of AITC.

The information requested from individuals by AITC will only be used to provide details of study opportunities, to enable efficient course administration, to maintain proper academic records, to assess an individual's entitlements and to report to government agencies as required by law. If an individual chooses not to give AITC certain information then AITC may be unable to enrol that person in a course or supply them with appropriate information.

AITC's website may collect information through mechanisms such as cookies or server access logs and use it to measure traffic patterns, to improve the online experience, and to monitor and manage marketing activities. No personal information is collected by these tools.

4. Disclosure of personal information

AITC will not disclose an individual's personal information to another person or organisation unless required by the above mentioned legislative instruments or:

- a) the individual concerned is aware, or made aware that information is usually passed to an entity (individual or organisation);
- b) the individual concerned has given written consent to the disclosure;
- c) AITC 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; 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

Any person or organisation that collects information on behalf of AITC or to whom personal information is disclosed as described in this procedure is required to not use or disclose the information for a purpose other than the purpose for which the information was collected by them or supplied to them.

5. Security and integrity of personal information

AITC is committed to ensuring the confidentiality, security and integrity of the personal information it collects, uses and discloses.

AITC takes all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, is accurate, up to date and complete.

AITC securely stores all records containing personal information and takes all reasonable security measures to protect personal information it holds from misuse, interference, loss, unauthorised access, modification or disclosure. Access logs of Students are monitored by IT staff for attempted breaches of security and the IT infrastructure is subject to continuous security updates.

Where AITC has no further use for personal information for any purpose disclosed by AITC, or is no longer required to maintain that personal information by law, all reasonable steps are taken to destroy or de-identify the information.

6. Right to access and correct records

Individuals have the right to access or obtain a copy of the personal information that AITC holds about them. Requests to access or obtain a copy of personal information must be made in writing. There is no charge for an individual to access personal information that AITC holds about them, however, AITC may charge a fee to make a copy.

Individuals will be advised of how they may access or obtain a copy of their personal information and any applicable fees within ten (10) days of receiving their written request. Where it is reasonable to do so, access to the information will be provided in the manner requested by the individual.

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 as soon as practical. Where an individual 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. There is no charge for making a request to correct personal information.

Written requests for access to, to obtain a copy of, or correct personal information held by AITC should be sent to the Registrar, AITC, Level 6, 8 Quay Street, Haymarket NSW 2000.

7. Complaints

Where an individual believes that AITC breached a privacy principle in relation to that individual they may lodge a complaint, using AITC's Student's Grievance Mediation Policy, which enables students and prospective students to lodge grievances.

8. Publication

This Information Privacy Policy is made available to students and prospective students on the AITC website.

In order to ensure that students have given their informed consent for their personal information to be disclosed to certain third parties as outlined in this procedure, the AITC will advise students on enrolment about these procedures and where they are located.