

# National Code Standard 3

## Privacy Policy

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### Overview

1. The Illawarra Business College complies with the Privacy Act 1988 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 unauthorised 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.
11. The College will not use the USI on any certification documentation such as testamurs, transcripts, etc., issued to the individual.

### Use and Disclosure

12. 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.
13. 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

14. 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.
15. 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 2018; 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 2018.
16. 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 Protection Service (TPS) and/or agencies and the TPS Director. 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.

## Unique Student Identifier (USI) – Use of Personal Information

17. Personal information provided by students in connection with their application for a Unique Student Identifier (USI):
  - is collected by the Registrar as authorised by the *Student Identifiers Act 2014*.
  - is collected by the Registrar for the purposes of:
    - applying for, verifying and giving a USI;
    - resolving problems with a USI; and
    - creating authenticated vocational education and training (VET) transcripts;
  - may be disclosed to:
    - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
      - the purposes of administering and auditing VET, VET providers and VET programs;
      - education related policy and research purposes; and
      - to assist in determining eligibility for training subsidies;
    - VET Regulators to enable them to perform their VET regulatory functions;
    - VET Admission Bodies for the purposes of administering VET and VET programs;
    - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
    - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
    - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
    - researchers for education and training related research purposes;
    - any other person or agency that may be authorised or required by law to access the information;
    - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
  - will not otherwise be disclosed without the student's consent unless authorised or required by or under law.

The consequences for not providing the Registrar with some or all of a student's personal information are that the Registrar will not be able to issue the student with a USI.