

## Privacy Policy

### Purpose

In the course of its business, the Australian College of the Arts Pty Limited (Collarts) may collect information from students or persons seeking to enrol with Collarts, either electronically or in hard copy format, including information that personally identifies individual users. Collarts may also record various communications between individuals and the college. In collecting personal information, Collarts is committed to the protection of privacy, compliant with the *Privacy Act 1988* and *Commonwealth Privacy Amendment (Private Sector) Act 2000*.

### Scope

This policy outlines the Collarts' approach to protecting the privacy of its employees, students and community, and its approach to the collection, holding, use, correction, disclosure or transfer of personal information.

### Policy

#### **Collection, Use, and Disclosure of Personal Information**

Collarts collects personal information, including sensitive information, about students and parents or guardians before and during the course of the student's enrolment. The information collected is restricted to that which is needed to satisfy Collarts' legal obligations and to enable the College to discharge its duty of care.

Certain laws governing or relating to the operation of education providers require that certain information be collected. These include public health and child protection laws. Health information about students is sensitive information within the terms of the *National Privacy Principles* under the *Privacy Act*.

In collecting, using and disclosing personal information, Collarts will:

1. Only collect personal information for lawful purposes
2. Only collect personal information from the individual to whom it relates
3. Only collect such information as is reasonably necessary
4. Notify the individual concerned when it collects personal information either at the time of collection or as soon as practicable thereafter
5. State what the personal information will be used for
6. State who receives the personal information
7. State if the collection is voluntary, and the consequences for individuals if it is not, or only in part, provided
8. Provide contact details regarding who to contact for access to and correction of the personal information
9. Take reasonable steps to ensure that personal information holdings are relevant, not excessive, accurate, up to date, complete and that the collection does not unreasonably intrude on the personal affairs of individuals

10. Retain personal information for no longer than is necessary and then dispose of it lawfully and securely
11. Protect personal information from loss, unauthorised access, use, modification or other misuse
12. Ensure that all reasonable steps are taken to ensure that personal information is not used or disclosed without authorisation by external services providers
13. Not disclose personal information outside Collarts except where:
  - a) the subject of the information has consented to the disclosure
  - b) Collarts is required by legislation, court order or other legally enforceable instrument and the request is in an appropriate written form
  - c) disclosure is reasonably believed to be necessary to prevent or lessen a serious and imminent threat to the life or health of any person.

Collarts will not disclose student information to third parties without written consent. Where a student is under 18 years of age, Collarts may provide information to the parents or guardians as listed on the student's enrolment form.

### **Security of personal information**

Collarts 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.

### **Right to Access & Correct Records**

Personal information collected from students is treated with complete confidentiality. Students may seek access to personal information collected about them by contacting the Registrar by email to [registrar@collarts.edu.au](mailto:registrar@collarts.edu.au). Access may be denied if there will occur an unreasonable impact on the privacy of others or where access may result in a breach of the College's duty of care to the student.

### **Publication**

This policy will be made available to students and persons seeking to enrol with Collarts by publication on the College 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, Collarts will advise students on enrolment about these procedures and where they are located.

### **Privacy Complaints & Advice**

For any concerns about privacy, confidentiality or you wish to access your personal information, please write to the Registrar at [registrar@collarts.edu.au](mailto:registrar@collarts.edu.au). Any privacy complaints should be lodged in accordance with the college *Grievance & Appeals Policy for Non-Academic Matters* for Higher Education services or the *RTO Complaints & Appeals Policy* for VET services.

# COLLARTS

## Related Policies

This policy should be read in conjunction with the following college policies:

- *Grievance & Appeals Policy for Non-Academic Matters (Higher Education)*
- *Complaints & Appeals Policy (VET)*

All College policies referenced in this document can be accessed via the *Student Resources* section of the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>.

## Further Information

Author:	Collaborative (02/03/20)	Policy owner:	Managing Director
Approver:	Managing Director	Next review due:	March 2023
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