

Purpose:

The purpose of this policy and procedure is to provide information regarding compliance with the information privacy principles (section 14 of the *Privacy Act 1988*) relating to information obtained from students by Skills Training Australia for the purposes of VET FEE-HELP assistance.

Policy Outline:

Definitions

The Act	Higher Education Support Act 2003
Student/s	all persons enrolled or seeking to enrol in a unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act who are, or would be entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act.

Skills Training Australia (STA) complies with the requirements of Clause 23 of Schedule 1A of the Act and the Information Privacy Principles set out in the *Privacy Act 1988* in relation to the collection of information relating to all students.

Skills Training Australia will allow a student to apply for and receive a copy of the VET personal information that STA holds in relation to that student.

Collection of information

Personal information will not be collected unless:

- the information is collected for a purpose directly related to students; and
- the collection of the information is necessary for or directly related to that purpose.

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

Procedure:

Where personal information is collected for inclusion in a record or in a generally available publication Skills Training Australia 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:

- the purpose for which the information is being collected;
- 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
- with whom the information may be shared (such as the Australian Government or Tuition Assurance Scheme).

Where Skills Training Australia solicits and collects personal information for inclusion in a record or in a generally available publication it will take reasonable steps to ensure that:

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

Storage and security of personal information

Skills Training Australia will ensure:

- 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
- that if it is necessary for the record to be given to a person in connection with the provision of a service to Skills Training Australia, everything reasonably within the power of Skills Training Australia will be done to prevent unauthorised use or disclosure of information contained in the record.

Processes that staff must follow for storing and preserving personal information are set out in *PP056 Privacy and Confidentiality Policy and Procedure* and *PP042 Retention-Archiving of Student Records*.

Skills Training Australia 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. Skills Training Australia will not use the information except for a purpose to which the information is relevant.

Disclosure

Skills Training Australia will not disclose the information to a person, body or agency (other than the individual concerned) unless:

- the individual concerned is reasonably likely to have been aware that information of that kind is usually passed to that person, body or agency;
- the individual concerned has consented to the disclosure;
- Skills Training Australia 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;
- the disclosure is required or authorised by or under law; or
- 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.

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, a note of disclosure detailing the information released will be applied to the record.

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.

Approval Authority:

This Policy and Procedure is approved by the General Manager as indicated and the control copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.

Documents Referenced:

- Higher Education and Support Act 2003
- Privacy Act 1988
- PP056 Privacy and Confidentiality Policy and Procedure
- PP042 Retention-Archiving of Student Records