

**Purpose:**

The purpose of this policy is to provide guidelines on the collection and handling of information obtained from students by Skills Training Australia for the purposes of VET Student Loans in line with the Australian Privacy Principles, VET Student Loans Act 2016 and VET Student Loans Rules 2016.

**Policy Outline:**

- Skills Training Australia complies with the requirements in collecting and handling of student information in line with the VET Student Loans Act 2016, VET Student Loans Rules 2016, and the Australian Privacy Principles set out in the Privacy Act 1988.
- Personal information will not be collected unless:
  - the information is collected for a purpose directly related to the students' training and assessment; and
  - the collection of the information is necessary for or directly related to the above purpose.

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

- Skills Training Australia will allow a student to apply for and receive a copy of their VET personal information that Skills Training Australia holds.

**Policy Detail:*****Collection of Information***

Where personal information is collected for inclusion in a record or in a generally available publication, Skills Training Australia takes 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).

Skills Training Australia will take reasonable steps to ensure that:

- the information collected is relevant to the purpose it is obtained 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.

Where the student needs to update their personal information or to have their incorrect personal information corrected in the Student Management System, the student is required to complete the Student Details Check Form and submit it to the Student Services.

## ***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.

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. Refer to the Privacy and Confidentiality Policy and Retention-Archiving of Student Records Policy and Procedure for more details.

## ***Disclosure***

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

- the student concerned is reasonably likely to have been aware that information of that kind is usually passed to that person, body or agency;
- the student 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 is approved by the Executive Management 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:**

- Privacy Act 1988
- VET Student Loans Act 2016
- VET Student Loans Rules 2016
- P056 Privacy and Confidentiality
- PP042 Retention-Archiving of Student Records
- FM120A Student Details Check Form