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## Purpose

This policy ensures that Institute of Business and Management Australia (IBMA) demonstrates that it is committed to protecting a student's personal information and/or sensitive information as defined under the Privacy Act 1988. This Policy will set out the way IBMA handles information including the collection, use, disclosure and storage of all student information, as well as the right to access of this information by students. All information has been collected by IBMA in accordance with the Australian Privacy Principles and will only be disclosed in accordance with these Principles.

## Definitions

The **Act** means the National Vocational Education and Training Regulator Act 2011

**App** means Australian Privacy Principles

**ASQA** means Australian Skills Quality Authority, the national VET regulator and the RTO's registering body

**Data Provision Requirements** is the legislative instrument which is a subsection of the Act

**Personal information** is information or an opinion about an identified individual, or an individual who is reasonably identifiable. Common examples are an individual's name, signature, address, telephone number, date of birth, medical records, bank account details and commentary or opinion about a person.

**Privacy Act** means the Privacy Act 1988. The [Privacy Act 1988](#) (Privacy Act) is an Australian law which regulates the handling of personal information about individuals.

**RTO** means Registered Training Organisation

**Standards** means the Standards for Registered Training Organisations (RTOs) 2015

## Policy

In collecting student's personal information, IBMA will comply with the requirements set out in the Privacy Act 1988 (Privacy Act) and the Australian Privacy Principles (App).

This means that we will:

- Inform the student of the purpose for which the information is collected.
- Only use the personal information that is provided to us in relation to a student's study with us.
- Ensure personal information is securely handled and stored.
- We will inform the student of any organisation and the type of organisation to which we disclose personal information e.g. the Australian Government or the National Centre for Vocational Education Research, as well as the purpose of disclosing this information e.g. for statistical purposes.
- We will not collect *sensitive information* revealing a student's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership or details of health, disability or sexual activity or orientation, and we will not disclose a student's personal information to another person or organisation unless:
  - We have made the student aware that information of that kind is usually passed to that person or organisation.
  - The student has given written consent;

- We believe that the disclosure is necessary to prevent or lessen a serious and imminent threat to a student's life or health or that 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.

IBMA does not disclose a student's information to unrelated entities for the purposes of direct marketing unrelated products or services.

### **Anonymity and Pseudonymity**

Whenever it is lawful or practicable, a student will have an option of not identifying themselves when dealing with IBMA. Due to the nature of the services being provided to the student this will be in very limited cases.

### **Access to Student Records**

A student may access or obtain a copy of the records that IBMA holds about themselves at any time. This includes personal information and records of participation and progress.

If a student wants to access or obtain a copy of the records we hold in their file, they must make a request in writing to the Academic Manager using the Access to Records Request Form. There is no charge to access records.

Written requests should be made through IBMA's office staff.

Within 10 days of receiving a request, a student will be advised that they may either access the records in person or that the requested records will be sent to their home address.

Where access is provided to review the contents of a file, photo ID will be required to ensure that the person viewing the file is the student. Access will occur in the presence of an IBMA staff member. Where copies of records are to be provided via post, records will only be sent to the home address IBMA holds on file for the student.

A student may request a Statement of Attainment at any time via email or phone without using the Access to Records Request Form.

Access to records may be provided by:

- making copies of documents held in a file;
- giving access to the student to review their file;
- other means necessary to grant access to current and up-to-date records.

Student records are destroyed within 28 days of course completion except the information required by law and in accordance with the National VET Regulator Standards.

### **Amendment to records**

If a student considers the information that we hold about them to be incorrect, incomplete, out of date or misleading, they can request that the information is amended.

Where a record is found to be inaccurate, a correction will be made. Where a student requests that a record is 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.

### **Privacy Contact information**

If a student has any questions or complaints about privacy, confidentiality, or access to or correction of their personal information, they are advised to contact +61402360457 or 0246665708, Academic Director and /or Student Support Officer.

### **Related Documents**

Students are requested to sign a Privacy and Consent Notice during their orientation at IBMA.



## Document Control

<b>Document Name and</b>	Privacy and Personal Information Policy_v1.1_28-05-2019
<b>Version:</b>	
<b>Quality Area:</b>	Corporate Governance
<b>Author:</b>	IBMA
<b>Status:</b>	Approved
<b>Approved By:</b>	CEO
<b>Approval Date:</b>	22-05-2016
<b>Reviewed and</b>	28-05-2019
<b>Approved Date:</b>	
<b>Standards:</b>	Standards for Registered Training Organisations (RTOs) 2015