



### **Purpose**

Brighton Institute of Technology (BIT) is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, it is required to comply with Federal law regarding Privacy and confidentiality of employees, clients and contractors.

BIT collects information solely for the purpose of operating as a Registered Training Organization under the Australian Quality Training Framework. The information provided by students, to the Institute may be made available to Commonwealth and State agencies, the Tuition Assurance Scheme and Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 (as amended) and the National Code of Practice. The Institute is required, under S19 of the ESOS Act 2000, to tell the Department about: changes to student's personal and contact details, course enrolment details and changes, any breach by students of student visa conditions relating to course progress or disciplinary action taken by the Institute. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition. It is a requirement of the Australian Quality Training Framework that students can access personal information held by the Institute and may request corrections to information that is incorrect or out of date. Apply in writing to the Training Manager if you wish to view your own records.

The purpose of this policy is to outline how BIT complies with the Privacy Act 1988 and Australian Privacy Principles (APPs) and the ESOS Act 2000

The thirteen (13) Australian Privacy Principles are:

- Australian Privacy Principle 1—open and transparent management of personal information
- Australian Privacy Principle 2—anonymity and pseudonymity
- Australian Privacy Principle 3—collection of solicited personal information
- Australian Privacy Principle 4—dealing with unsolicited personal information
- Australian Privacy Principle 5—notification of the collection of personal information
- Australian Privacy Principle 6—use or disclosure of personal information
- Australian Privacy Principle 7—direct marketing
- Australian Privacy Principle 8—cross-border disclosure of personal information
- Australian Privacy Principle 9—adoption, use or disclosure of government related identifiers
- Australian Privacy Principle 10—quality of personal information
- Australian Privacy Principle 11—security of personal information
- Australian Privacy Principle 12—access to personal information
- Australian Privacy Principle 13—correction of personal information

### **Policy Statement**

BIT will ensure:

- It maintains and provides a current Privacy Policy;
- Information gathered for the express purpose of training and assessment matters will not be disclosed to a third party unless prior written consent is provided by the individual concerned, except that required by law;
- The secure storage of all records;
- The confidentiality of all information maintained on records.



## Policy Principles

### Legislation

BIT, although not required to, chooses to abide by the Privacy Act 1988 and associated 13 Australian Privacy Principles (APPs).

The APPs came into force on 12 March 2014 and set out standards, rights and obligations for the handling, holding, accessing and correction of personal information (including sensitive information).

BIT is however required to abide by the ESOS act 2000.

### Underpinning Principles

Personal Information is defined in the Privacy Act 1988 to mean “information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- whether the information or opinion is true or not; and
- whether the information or opinion is recorded in a material form or not

Sensitive Personal Information is defined in the Privacy Act 1988 to mean “information or an opinion about an individual’s” that is also personal information, such as:

- racial or ethnic origin; or
- political opinions; or
- membership of a political association; or
- religious beliefs or affiliations; or
- philosophical beliefs; or
- membership of a professional or trade association; or
- membership of a trade union; or
- sexual orientation or practices; or
- criminal record

## PART 1 – Consideration of the Privacy of Personal Information

BIT will:

- Ensure that personal information is managed in an open and transparent way.
- Take reasonable steps to implement practices and procedures that will facilitate dealing with enquiries or complaints from individuals regarding compliance with the Australian Privacy Principles (APPs).
- Ensure that it maintains an up-to-date policy about the management of personal information.
- Ensure that Privacy Policy contains the following information:
  1. The kind of information that is collected and held;
  2. How the information is collected and held;
  3. The purposes for which information is collected, held, used and disclosed;
  4. How an individual may access their personal information that is held by and seek correction of such information as necessary
  5. How the individual may make a complaint about a breach of the APPs and how BIT will deal with the complaint (see P6 Complaints and appeals policy and procedures)
  6. Whether BIT is likely to disclose personal information to overseas recipients, and if so the countries in which such are likely to be located.
  7. Provide the Privacy Policy free of charge and in such form as appropriate, and as is reasonable.



### **Anonymity and pseudonymity**

BIT understands that individuals may not wish to identify themselves when making enquiries on products and services; however, BIT require full personal details as required by law and for identification purposes from clients.

### **PART 2 – Collection of Personal Information**

BIT will not collect personal information from you unless that information is necessary for one or more of its functions or activities or is required by law. BIT advises that it is required by law to collect, hold, use and supply personal information, in accordance with the National VET Provider Collection Data Provision Requirements.

BIT will take reasonable steps at or before the time of collection to ensure that you are aware of:

- Who we are and how to contact us;
- How to gain access to your own information;
- The purpose for which the information is being collected;
- Any organisation to which we would normally disclose information of that kind;
- Any law that requires the particular information to be collected;
- The main consequences for the individual if all or part of the information is not provided.

BIT collects information from you in the following ways:

- When you register your interest on line, apply for enrolment, request certain services or products, or otherwise contact or do business with us.
- Information may be collected from enrolment forms, certified documents, telephone calls, faxes, emails, letters sent by you.
- Information may be collected from third parties, such as other training providers, regarding confirmation of training and ongoing professional development that you have attended, as permitted by you.
- Should BIT collect information about you from a third party we will take reasonable steps to ensure that the individual is or has been made aware of the matters listed above except to the extent that making the individual aware of the matters would pose a serious threat to the life or health of any individual.

### **PART 3 – Dealing with Personal Information**

BIT will not use or disclose personal or sensitive information for any purpose other than what it was collected for, unless the relevant person has provided written consent to use or disclose that information in circumstances that are different to those for which it was collected.

The circumstances where an exception may occur are:

- Where the use or disclosure of this information is required or authorised by or under an Australian law or a court/tribunal order;
- The individual would reasonable expect to use or disclose the information for the secondary purpose;
- A permitted health situation exists in relation to the use or disclosure of the information by BIT ;
- A permitted general situation exists in relation to the use or disclosure of the information by BIT ;
- BIT reasonably believes that the use or disclosure of the information is reasonably necessary for one or more enforcement related activities conducted by, or on behalf of, an enforcement body.
- collects your personal information to:
  1. Process applications;



2. Manage your enrolment;
3. Record and maintain your details;
4. Administering training programs;
5. Record and maintain details of your ongoing training and assessment;
6. Provide you with details regarding client services, benefits, and training opportunities;
7. Notify you about upcoming events and opportunities;
8. Gain feedback from you;
9. Communicate with you;
10. Report to relevant authorities as required by law.

Personal information can only be accessed by the person whose information it is: Unless that person is under 18 years of age, or authority is granted through the proper legal channels (i.e. by a court warrant)

#### **Direct Marketing**

May use personal information (specifically your name and relevant address details) and information about your preferences for direct marketing (i.e. the communication channels which you prefer for receiving direct marketing from us and the types of products and services in which you are interested in) so as to let you know about our services and benefits, where we have your consent.

Provides an opt-out and/or unsubscribe method that is easily accessible for individuals to request not to receive direct marketing communications.

#### **Cross Border Disclosure**

BIT does not disclose personal information to overseas recipients unless prior written approval is received by the individual who the personal information relates.

#### **Adoption, use or disclosure of Government Related identifiers:**

Is required by law (Student Identifier Act) to collect, maintain and report to relevant Government agencies the individual's Unique Student Identifier (USI) number in accordance with the National VET Provider Collection Data Provision Requirements.

Will not disclose the Unique Student Identifier (USI) number for any other purpose, including on any Certification documents you receive.

BIT must not adopt the Unique Student Identifier (USI) number as its own identifier of the individual.

#### **Payment details/Credit Card Authorisation**

In circumstances, where the student chooses to make payments using a credit card, they may do so only upon filling the credit card authorisation form. The authorisation form is viewed and processed by the Finance department.

The Finance Manager upon processing the payment, secures the information in a locked cabinet which is in turn placed in a secured room. Only the Finance Manager has the key access to the room and the cabinet.

The credit card authorisation form is retained only for the length of the course enrolment plus one year, post which they must be destroyed by document disposal professionals. A corresponding entry of the disposal needs to be maintained in the document disposal register.

Refer – 'Records Management and Timelines Policy'



#### **PART 4 – Integrity of Personal Information**

BIT will take steps, as are reasonable, to ensure that the personal information it:

- Collects is accurate, up to date and complete;
- Uses or discloses, is, having regard to the purpose of the use or disclosure, accurate, up to date, complete and relevant.

#### **Security of personal information**

BIT will take steps, as are reasonable in the circumstances to:

- Protect the information from misuse, interference and loss as well as unauthorised access, modification or disclosure.
- Destroy the information or to ensure that the information is de-identified.

#### **PART 5 – Access to, and correction of, Personal Information**

- BIT provides all clients with electronic access to their own personal records, where the individual can update and maintain their own personal information.
- In some circumstances, may not permit access to individuals for their personal information. If this is ever the case, will provide full details for the legal reasons for this decision. These may include that believes:
- That giving access to the information would pose a serious threat to the life, health or safety of the individual, or to public health or public safety; or
- Giving access would have an unreasonable impact on the privacy of other individuals; or
- The request for access is frivolous or vexatious; or
- The information relates to existing or anticipated legal proceedings between and the individual, and would not be accessible by the process of discovery in those proceedings; or
- Giving access would reveal the intentions of in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
- Giving access would be unlawful; or
- Denying access is required or authorised by or under an Australian law or a court/tribunal order; or
- Both of the following apply:
- BIT has reason to suspect that unlawful activity, or misconduct of a serious nature, that relates to functions or activities has been, is being or may be engaged in
- Giving access would be likely to prejudice the taking of appropriate action in relation to the matters; or
- Giving access would be likely to prejudice one or more enforcement related activities conducted by, or on behalf of, an enforcement body; or
- Giving access would reveal evaluative information generated within in connection with a commercially sensitive decision-making process.
- When dealing with requests for access to personal information, will:

Respond to request for access within 30 days of the request, if from an individual, and within a reasonable time, if the request is from an organisation; and Provide access to the information in the manner requested, if it is reasonable and practicable to do so.

BIT does not charge a fee for access to personal information. The exception is re-prints of certification documentation previously supplied.



With regard to the correction of personal information held:

BIT should be satisfied that information is inaccurate, out of date, incomplete, irrelevant or misleading, BIT will take such steps as reasonable to correct the information to ensure that, having regard to the purpose for which it is held, the information is accurate, up-to-date, complete, relevant and not misleading.

Should BIT refuse to correct information, BIT will give written notice to the individual that sets out:

- The reason for refusal
- The mechanisms available to complain about the refusal; and
- Any other matter prescribed by the regulations.

#### **Responsibilities**

CEO ensures that all employees are always made aware of this policy and its underpinning legislative requirements and comply with this policy.

CEO ensures that all clients have access to and awareness of this policy.

#### **Records Management**

All personal information and records are maintained in accordance with Records Management Policy. (See Records Management Policy)

#### **Monitoring and Improvement**

All Privacy practices are monitored by the CEO and areas for improvement identified and acted upon. (See Continuous Improvement Policy)