

## Privacy and Personal Information Policy

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| <b>Issue Date:</b> | <b>Issue History:</b>   |
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| August 2014        | Initial release (V1.0)  |
| December 2015      | Reviewed and updated to supersede Aug 2014 version (V1.1)         |
| October 2016       | Reviewed and updated related policy and procedures (V1.2)         |
| August 2017        | Reviewed and Revised (V1.3) Director of Quality Assurance removed |
| February 2018      | Reviewed and Revised (V2.0) Changed DIBP to DoHA                  |
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| <b>Policy Title</b>     | <b>Privacy and Personal Information Policy</b>   |
| <b>Purpose</b>          | This policy provides a framework for staff regarding how Cambridge International College (WA) collects, stores, uses and disseminates student personal information.  |
| <b>Scope</b>            | The policy applies to all prospective and current students and persons involved with collection or management of student information including staff and contractors.  |
| <b>Policy Statement</b> | <p>CIC is required to comply with Privacy legislative requirements including:</p> <ul style="list-style-type: none"> <li>• Commonwealth Privacy Act 1988 and 13 Australian Privacy Principles (APPs),</li> <li>• Victorian Information Privacy Act 2000.</li> <li>• Freedom of Information Act 1982</li> </ul> <p>In compliance with the APPs, CIC:</p> <ul style="list-style-type: none"> <li>• Has an open and transparent management of personal information including having this privacy policy</li> <li>• Collects and appropriately manages personal information including giving notice about collection</li> <li>• Advises how personal information can be used and disclosed (including overseas)</li> <li>• Ensures the quality of personal information that it uses or discloses is accurate, up to date, complete and relevant</li> <li>• Keeps personal information secure</li> <li>• Provides individuals with access to and the opportunity to correct their personal information</li> </ul> <p><b><u>Collection and Storage of Personal Information</u></b></p> <p>CIC collects student's personal information for the purpose of enrolment and delivery of education and training services. The personal information is held in the CIC student management systems (TEAMS) and hard copy student files. All student information is appropriately secured from misuse, interference and loss and from unauthorised access, modification or disclosure and once information is no longer required it will be appropriately destroyed.</p> <p><b><u>Disclosure of Personal Information</u></b></p> <p>Personal information about students studying with CIC may be collected or shared with EduCo Australia who provides services under a shared service agreement. EduCo has staff who operate in overseas countries managing education agents. Information is also shared with CIC's related entity, Cambridge International College (WA) Pty Ltd.</p> <p>Information will also be shared with the Australian Government and designated authorities and their auditors, including the Federal Department of Education and Training (DET), Federal Department of Home Affairs (DoHA) Tuition Protection Service, Overseas Ombudsman, Student Identifiers Registrar and Australian Taxation Office (ATO). This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach of visa conditions.</p> <p>CIC will not disclose personal information to a person, body or agency (other than the individual concerned) unless:</p> <ul style="list-style-type: none"> <li>• Individual concerned has expressly or impliedly consented to the disclosure in writing;</li> <li>• The person disclosing the information 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;</li> <li>• The disclosure is required or authorised by or under law;</li> </ul> <p>CIC will provide access to the information to students, if it is reasonable and practicable to do so. Where any inaccurate information is identified and communicated by a student, CIC will rectify the information to ensure its accuracy.</p> |

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|  | The CIC Complaints and Appeals Policy and Procedures may be accessed by students if they have any concerns in respect to their personal information. The Office of the Australian Information Commissioner (OAIC) can investigate privacy complaints from individuals about CIC. |
| <b>Related Policy and Procedure:</b>         | Privacy and Personal Information Procedures<br>Student Support Policy and Procedures<br>Complaints and Appeals Policy and Procedures   |
| <b>Policy Owner and Delegated Authority:</b> | <b>Director of Studies</b><br><b>Campus Manager</b><br><b>VET Education Director</b>   |
| <b>Approved by:</b>                          | <b>CEO</b>   |
| <b>Approved Date:</b>                        | <b><i>August 2014</i></b>  |
| <b>Definition (if any)</b>                   |  |
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