

# Personal Information/Privacy Policy

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## Purpose

The Heath Arts College Pty Ltd is committed to ensuring that student's personal information is managed according to relevant legislative requirements.

## Scope and Application

This policy is applicable to all staff and student with relations to handling and managing personal Information in relation to all staff, students and clients. The information contained within this policy will indicate the way personal information is collected, stored and disclosed.

## Policy Principles

### 1. Compliance with Legislation

- 1.1 The Heath Arts College Pty Ltd complies with the requirements of Section 54 of the VET Student Loans Act 2016 and the Information Privacy Principles set out in the *Privacy Act 1988* in relation to the collection of information relating to all students.
- 1.2 In collecting personal information THA will comply with the requirements set out in the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2001.
- 1.3 The Heath Arts College Pty Ltd will allow a Student to apply for and receive a copy of the VET personal information that the provider holds in relation to that Student.
- 1.4 THA is committed to ensuring the confidentiality, integrity and security of all information.

### 2. Collection of information

- 2.1 In the course of its business, THA will collect information from students, potential students, and other clients either electronically or in hard copy format; including information that personally identifies individual people.
- 2.2 Personal information will not be collected unless:
  - a. the information is collected for a purpose directly related to Students; and
  - b. the collection of the information is necessary for or directly related to that purpose.
  - c. students are provided with opportunity to have incorrect personal information corrected
- 2.3 Personal information will not be collected by unlawful or unfair means.
- 2.4 Where personal information is collected for inclusion in a record or in a generally available publication The Heath Arts College Pty Ltd 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:
  - a. the purpose for which the information is being collected;
  - b. 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

- c. With whom the information may be shared (such as the Commonwealth or Tuition Assurance Scheme Operators).

2.5 Where The Heath Arts College Pty Ltd solicits and collects personal information for inclusion in a record or in a generally available publication it will take reasonable steps to ensure that:

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

2.6 THA will record various communications between the organisation and students, prospective students, other clients and associated organisations.

2.7 THA will only collect personal information by fair and lawful means that is necessary for the functions of THA.

### **3. Use of information**

3.1 The information supplied by individuals will only be used to provide information about study opportunities, to enable efficient administration, and to maintain proper student and client records. If an individual chooses not to provide certain information, then we may be unable to provide some services or provide appropriate information.

### **4. Disclosure of personal information**

4.1 Personal information about students studying with THA may be shared with the Australian Government and designated authorities as indicated in the Application, Acceptance and Agreement forms. This information may include but not limited to: personal and contact details, course enrolment details.

4.2 THA will not disclose an individual's personal information to another person, body or organisation unless:

- a) the individual concerned is reasonably likely to have been aware, or made aware, that information of that kind is usually passed to that person or organisation
- b) the individual concerned has given written consent
- c) The Health Arts College 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 individual concerned or of another person
- d) the disclosure is required or authorised by or under law
- e) 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.

4.3 Any person or organisation to which personal information is disclosed as described in this policy is not permitted to use or disclose the information for a purpose other than the purpose for which the information was supplied to them.

4.4 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, THA shall include in the record containing that information, a note of the disclosure.

### **5. Storage and security of personal information**

5.1 THA will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, is up to date and complete. THA will store securely all records containing personal information and take all reasonable security measures to protect, personal information collected from unauthorised access, misuse or disclosure

5.2 The Health Arts College Pty Ltd 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. The Health Arts College will not use the information except for a purpose to which the information is relevant.

## **6. Access and Amendment to records**

**6.1** Individuals have the right to access or obtain a copy of the personal information that THA holds about them. There is no charge for a student to access personal information that THA holds about them. Individuals will be advised of how they may access or obtain a copy of their personal information

**6.2** If an individual considers the personal information that THA holds about them to be incorrect, incomplete, out of date or misleading, they can request that the information be amended.

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

**6.4** Additional evidence may be requested for amendments to records.

Written requests for access to and/or to correct records and personal information held by The Health Arts College should be sent to:

The Health Arts College Pty Ltd.  
1/94 Foster Street  
Dandenong, VIC 3175

Or

An email can be sent for the same on: [study@thacollege.edu.au](mailto:study@thacollege.edu.au)