



Privacy and Personal Information Policy

1 Purpose

This policy provides a framework for staff regarding how the Institute collects, stores, uses and disseminates student personal information.

2 Scope

This policy applies to all prospective and current students and persons involved with the collection or management of student information including staff and contractors.

3 Definitions

Personal information: as defined under the Privacy Act.

4 Requirements

The Institute is required to comply with privacy legislative requirements including:

- the *Privacy Act 1988* (Cth) and 13 Australian Privacy Principles (APPs);
- *Victorian Information Privacy Act 2000*; and
- *Freedom of Information Act 1982*.

Consistent with the APPs, the Institute must:

- have an open and transparent management of personal information including having this policy;
- collect and appropriately manage personal information including giving notice about collection;
- advise how personal information can be used and disclosed (including overseas);
- ensure the personal information that it uses or discloses is accurate, up to date, complete and relevant;
- keep personal information secure; and
- provide individuals with access to and the opportunity to correct their personal information.

Privacy Notice

The Institute must include a standard privacy notice in all enrolment forms, in accordance with the Victorian VET Student Statistical Collection Guidelines which advises students how their data may be supplied to and used by the Department and Commonwealth agencies.

5 Procedures

5.1 Collection of Personal Information

The Institute will only collect student's personal information by fair and lawful means for the purposes of enrolment and delivery of education and training services. The personal information is held in the Institute's Student Management System and hard copies may be kept in student files. If an individual chooses not to give the Institute certain information, the

Institute may be unable to enrol the individual in a course or supply them with appropriate information.

5.2 Disclosure of Personal Information

The personal information supplied by individuals to the Institute will only be used to provide information about study opportunities, course progress, compliance with Student Visas in the case of international students, and to maintain proper academic records.

The Institute will not disclose an individual's personal information to another person or organisation unless:

- 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;
- the individual concerned has given written consent to the disclosure;
- the Institute 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;
- 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, the Institute shall include in the record containing that information a note of the disclosure. Personal information about students studying with the Institute may be shared with the Australian Government and designated authorities as required by law.

Any person or organisation to whom personal information is disclosed as described in this procedure will be required not to use or disclose the information for a purpose other than the purpose for which the information was supplied to them.

5.3 Security of Personal Information

The Institute 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, complete and not misleading.

The Institute 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.

5.4 Right to Access and Correct Records

Individuals have the right to access or obtain a copy of the personal information that the Institute holds about them. Requests to access or obtain a copy of personal information must be made in writing using the Student Access Form. There is no charge for a student to access personal information that the Institute holds about them; however, we may charge a fee to make a copy. Individuals will be advised of how they may access or obtain a copy of their personal information and any applicable fees within 10 days of receiving their written request.

If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended. 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.

Written requests for access to or to obtain a copy of personal information held by the Institute should be sent to:

Student Services
Wealth Within Institute
PO Box 1095G
Balwyn North VIC 3104

6 Publication

These Privacy and Personal Information Procedures will be made available to all students and prospective students by publication on the Institute's website (www.wealthwithininstitute.com.au). In order to ensure that students have given their informed consent for their personal information to be disclosed to certain third parties as outlined in this procedure, the Institute will advise students on enrolment about these procedures and where they are located.

7 Policy Review

This policy will be reviewed every five years or earlier if required.

Lea Zerbes
CEO