

AUSTRALIAN COLLEGE OF SPORTS THERAPY PRIVACY AND PERSONAL INFORMATION PROCEDURES

1 Overview

In the course of its business as a Registered Training Organisation, the Australian College of Sports Therapy (“the College”) may collect information from students or potential students, either electronically or in hard copy format, including information that personally identifies individual users. The College may also record various communications that students or potential students have with us.

In collecting personal information the College will comply with the privacy requirements of the *Higher Education Support Act 2003* and the information privacy principles set out in the *Privacy Act 1988*.

2 Collection and use of personal information

The College will only collect personal information by fair and lawful means which is necessary for the functions of the College and is committed to ensuring the confidentiality and security of the information provided by individuals.

The personal information supplied by individuals to the College will only be used to provide information about study opportunities, course administration, academic information and to maintain proper academic records. If an individual chooses not to give the College certain information then the College may be unable to enrol the individual in a course or supply them with appropriate information.

The information that an individual provides may be disclosed to organisations that run courses in conjunction with the College. Information will not be disclosed outside the College or its delivery partners unless we have been provided with written authorisation for us to do so or unless required or authorised by law.

Personal information about international students studying with the College may be shared with the Australian Government and designated authorities, including the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of a student visa condition.

3 Commonwealth assistance

Personal information may also be collected to assess an individual’s entitlement to Commonwealth assistance under the *Higher Education Support Act 2003* and to allocate a Commonwealth Higher Education Student Support Number (CHESSN). The College will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for these purposes. DEEWR will store the information securely in the VET FEE-HELP IT System (VITS). DEEWR may disclose information to the Australian Taxation Office. Personal information gathered for these purposes will not otherwise be disclosed without the individual’s consent unless required or authorised by law.

4 Security of personal information

The College 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.

The College 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 Right to access and correct records

Individuals have the right to access or obtain a copy of the personal information that the College holds about them. Requests to access or obtain a copy of personal information must be made in writing. There is no charge for a student to access personal information that the College holds about them; however the College 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 College should be sent to:

Dr Charles Meisner
College Director
Level 6, 341 Queen Street Melbourne Victoria 3000

6 Publication

These *Privacy and Personal Information Procedures* will be made available to students and prospective students by publication on the College's website www.sportstherapy.edu.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 College will advise students on enrolment about these procedures and where they are located.

7 Version Control

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| Document: Privacy and Personal Information Procedures | | |
| Approved by: College Director | Ver: #1 | Date: 1 August 2008 |