



PRIVACY POLICY

Approving Authority	Council	Approval Date of Last Revision	6 May 2019
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Policy Category	Operational		
Governing Authority			
Responsible Officer	General Manager		
Related Documents	Records Management Policy (and related Procedure) Human Resources Manual Student Handbook Privacy Procedure Admissions Policy (and related Procedure) Enrolment, Progress and Graduation Policy Enrolment Procedure Acceptance of Offer Higher Education Standards Framework (2015) Education Services for Overseas Students (ESOS) Act 2007 Privacy Act 1998 Privacy Amendment (Private Sector) 2000		

* Unless otherwise indicated, this Policy will still apply beyond the review date.

Document Control

Version #	Date	Key changes
1.0	23/02/2018	Approved by Council
1.0a	6/05/2019	Format updated

1. PURPOSE

1.1 The purpose of the Privacy Policy is to ensure that Adelaide Institute of Higher Education (AIHE) will satisfy legal responsibilities in privacy protection for its staff, students and other stakeholders.

2. SCOPE

2.1 This Policy applies to all students, staff and other stakeholders of AIHE.

2.2 For this Policy all references to the term “student” are inclusive of a prospective student, an applicant for admission to AIHE, a current student, or a former or past student of AIHE.

3. POLICY STATEMENT

3.1 AIHE is committed to safeguarding the privacy of personal information in relation to its students, staff and other stakeholders of AIHE under the Privacy Act 1998 (Privacy Act) and the Privacy Amendment (Private Sector) 2000. It is the policy of AIHE to assure the privacy of our staff, students and other stakeholders always. AIHE will do this by adopting practices that uphold the Australian Privacy Principles as set out in Schedule 1 of the Privacy Act 1998.

3.2 AIHE will gain written authority from students, staff and other stakeholders before sharing or disseminating any personal or sensitive information that is directly related to the provision of its services. The only exception to this is where there is a requirement by law to provide evidence or where AIHE’s duty of care legally requires the provision of that information.

4. PRINCIPLES

4.1 Students, staff and other stakeholders are entitled to the protection of their privacy. AIHE recognises its obligation regarding the collection, storage and use of personal information and will take necessary measures to ensure privacy is protected.

4.2 All personal information collected is done so for the operations of AIHE, or where dictated by legislative guidelines.

4.3 All students and staff have the right to access their personal information held by AIHE in accordance with the Privacy Act.

4.4 All commencing students are required to complete a ‘Privacy Section’ during the enrolment process and have the option to select ‘yes’ or ‘no’ to the release of personal information to parents, agents, teachers, AIHE and other parties. Students can change their preference at any time by completing a ‘Request to View or Change Personal Information’ form.

4.5 Generally, personal information is collected directly from the individual, although there may be occasions when personal or sensitive information is collected from a third party, such as a family member who contacts AIHE on the individual’s behalf, contractors who supply services to AIHE, through partner institutions or from a publicly maintained record.

4.6 Personal information of AIHE students, staff and other stakeholders is protected against loss, unauthorised access, use, modification or disclosure, and other misuse. Only staff who may need the personal information to carry out their responsibilities will be able to gain access to that information.

4.7 Certain types of sensitive information may be subject to confidentiality standards beyond this Policy. In certain cases, the confidentiality requirements in this Policy will be overridden by legal or legislative obligations of disclosure.

5. RESPONSIBILITIES

5.1 The General Manager is responsible for ensuring that all employees are conversant with and understand the requirements of the AIHE Privacy Policy and related Procedure, and the Privacy Act.

5.2 It is the responsibility of AIHE staff to ensure that their behaviour aligns fully with this Privacy Policy always in their daily activities and that any breach of this Policy or the Privacy Act is reported immediately to the General Manager.

6. DEFINITIONS

6.1 See the AIHE Glossary of Terms for definitions.